FREEDOM OF INFORMATION
AND
PRIVACY ACTS

SUBJECT: CUSTODIAL DETENTION

SECURITY INDEX

FILE NUMBER: 100-358086

SECTION : 19

FEDERAL BUREAU OF INVESTIGATION

NOTICE

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1030
Changed
To
48-22

SAC, San Juan

December 19, 1951

Director, FBI

CONFIDENTIAL

SECURITY INDEX -
VITAL FACILITIES

The Bureau has noted that your office has been submitting recommendations for Security Index cards on certain individuals listing them as being employed in vital facilities and including vital facility code numbers for them. There are three cases presently at the Bureau's attention. These are cases on the following subjects in your office:

The Bureau does not desire the vital facility number be designated for any facility which does not ap in the Key Facility List furnished to the Bureau by the Secretary of Defense. At the present time there are no facilities in your Division which have been designated as key facilities by the Secretary of Defense. Therefore, no Security Index cards in your office should bear a key facility code number.

New Security Index cards deleting the code numbers for the above three subjects are being prepared and will be forwarded to you. Henceforth, you are not to designate a code number for any subject who is employed in a facility unless that facility is at some time in the future included in the Key Facility List furnished by the Department of Defense.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 29, 1951

FROM :

SUBJECT: SECURITY INDEX LIST
TO THE DEPARTMENT - GENERAL

PURPOSE

To advise you of the request of the Department for two copies of each Security Index List submitted.

DETAILS

As you know, we have been furnishing the Department each month one copy of an up-to-date Security Index List. At the time each new list is personally delivered to the Department, the old list is obtained and destroyed.

of the Department has orally made a request of Inspector that an extra copy of the Security Index List be sent to the Department each time a new list is prepared. He indicated that the extra copy of the list would be of assistance to the Department in view of the fact that the Department Attorneys are reviewing the Security Index cases.

The Security Index List furnished each month contains all names in the Security Index except those maintained in the Espionage subdivision of the Special Section which are not furnished for security reasons. The list is classified "Top Secret." Each time a list is delivered, the Department is cautioned that the list should be given utmost security.

The Department has advised previously that reports concerning individuals whose names are carried in the Security Index are being reviewed by Department Attorneys. The Department has also advised that the details of the Emergency Detention Program are known to only a few Department Attorneys and that other attorneys conducting the reviews are being instructed to make the reviews to determine whether the individuals are dangerous or potentially dangerous to the internal security in the event of an emergency and should be considered for possible summary action pursuant to Title II of the Internal Security Act of 1950. This practice was planned by the Department for security reasons.

has furnished us the information that
. (former Bureau Agent) will be in charge
of the attorneys making the reviews and the reviews will pass through a board within the Department for approval. He advised that the board will probably consist of

himself. Separate memoranda reporting the results of Bureau file checks on those individuals was furnished by my memorandum of June 8, 1951. has advised that he would furnish us the names of other attorneys who will conduct the reviews but to date names of the attorneys have not been received. We have repeatedly followed the Department in this matter and have taken the matter up informally with . recently advised the names of other attorneys who will work on the reviews will be furnished the Bureau as soon as other matters in connection with the Security Index standards are resolved at the Department.

OBSERVATION:

In view of request, it appears that we have no alternative but to furnish the Security Index List to the Department each month in duplicate although copies of the Security Index List must be kept to an absolute minimum for security reasons.

Both copies of the old Security Index List will be obtained and destroyed each time new copies are delivered to the Department.

At the time the two copies are furnished to the Department it will be specifically pointed out to the Department that the documents are classified "Top Secret" and must be given utmost security.

ACTION

If you approve, two copies of the Security Index List will be furnished to the Department.

changed to
1-17

Office Memorandum • UNITED STATES GOVE

TO : Director, FBI

DATE: January 14, 1952

FROM : SAC, Albany

CONFIDE

SUBJECT: SECURITY INDEX

The project of verifying the address and employment of the Security Index Card subjects in this office is substantially completed. However, the project has not been entirely completed by this date, due to two special cases, namely, "Unsubs Fair Haven, Vermont First National Bank, 10:00 AM, 12/26/51 - BANK ROBBERY," and "CONFUG - which necessitated the use of the majority of Special Agent personnel in this office.

This project will be completed by February 1, 1952, and the Bureau will be advised.

changed to
1-17

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 2/29/52

TO : Director, FBI

CONFIDENTIAL

FROM : SAC, Albany (

SUBJECT: SECURITY INDEX

Remylet Jan. 14, 1952.

Verification of addresses and employments of Security Index Card Subjects has been completed.

1033
changed
to
43-17

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Jan. 7, 1952

FROM : SAC, Minneapolis ( )

SUBJECT: SECURITY INDEX CARDS

Re SAC Letter No. 100 dated Dec. 28, 1950.

Addresses of all Security Index subjects have been checked within the past six months or are in the process of being checked.

1034
changed
to
34-54

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI. DATE: 1/11/52

FROM : SAC, New York.

SUBJECT: SECURITY INDEX

In connection with the maintenance of the Security Index, it is noted that the Bureau's rule at the present time with reference to the filing of SI cards on individuals whose whereabouts are unknown is that it is filed according to the last known residence address. At the present time, the New York Office has 17 SI cards on individuals whose residence address is unknown. From a practical standpoint and in case of an emergency, it is not felt that the having of the SI cards on subjects whose addresses are unknown located among the other SI cards would lend to the efficient handling of the emergency detention program. Further, it is believed that if the SI cards on subjects with unknown residence addresses were kept in a section of the SI marked unknown, it would result in the maintaining of an up-to-date list in the field on those individuals whose residences are unknown.

This office can think of no advantages to maintaining the cards as they are today. The Bureau's authority is, therefore, requested to maintain the alphabetical card on SI subjects whose addresses are unknown in strict alphabetical order among the other cards and setting up a special section tabbed unknown in the geographical section of the Security Index where the geographical card will be maintained. It is also being suggested that the Bureau consider making this a rule applicable to all divisions.

1034
changed
to
34-54

SAC, New York

January 31, 1952

RECORDED-37

SECURITY INDEX

EX - 15

Reurlet dated January 11, 1952, wherein you suggest that another section be added to the Security Index for individuals whose whereabouts are not known.

The content of your letter will be considered in connection with this problem which is already under consideration at the Bureau and as soon as the matter is resolved you will be advised.

Changed To
2-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 14, 1952

FROM : SAC, Atlanta (

SUBJECT: SECURITY INDEX

AIR MAIL SPECIAL DELIVERY

Reference is made to Section 87C (6), page 36, Manual of Instructions, concerning periodic verification of addresses of Security Index subjects.

Security Index cards in this Division are in an up-to-date status and the whereabouts and addresses of all Security Index subjects have been verified and are known with the exception of the following subjects:

The above was determined as a result of a six months check and you are advised that files on the above Security Index subjects are now pending and assigned in order that necessary information will be obtained.

charge to
41-15

GSA FORM NO. 64

Office Memorandum • UNITED STATES GOVE

TO : DIRECTOR, FBI

DATE: January 15, 1952

FROM : SAC, RICHMOND (

CONFIDENTIAL

SUBJECT: SECURITY INDEX CARDS

Re SAC Letter No. 100 dated December 28, 1950, pertaining to six months verification of the addresses for all Security Index subjects.

This is to advise that the Security Index Cards maintained at the Richmond Field Division on the following subjects are in an up-to-date status and the addresses for all the subjects have been checked within the last six months.

1037

changed to
52-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 11, 1952

FROM : SAC, Springfield

R SUBJECT: SECURITY INDEX CASES
PERIODIC VERIFICATION OF ADDRESSES
INTERNAL SECURITY - C

Re Section 87 C, 3b (6) of the Manual of Instructions.

This is to advise that the Security Index cards in this office are in an up-to-date status and all cards maintained therein have had the addresses verified and checked within the last six months.

1038

Changed to
31-18

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 14, 1952

FROM : SAC, Newark

SUBJECT: SECURITY INDEX
VERIFICATION OF ADDRESSES

Re SAC Letter #100, Series 1950, dated 9/28/50.

A check of the Security Index cards reveals that all addresses have been verified within the past six months or are in the process of being verified. In some instances, however, the residence and employment for some subjects is fluid, and their exact location is indefinite. In these instances active investigation is being conducted in an effort to locate them.

1039

Changed to
61-16

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 11, 1952

FROM : SAC, Mobile

SUBJECT: SECURITY INDEX
MOBILE DIVISION

Re Section C, SAC Letter 100, dated 12/28/50.

This is to advise that the Security Index Cards in this division are up to date and the addresses of all Security Index subjects have been checked within the past six months.

Changed to 44-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 9, 1952

FROM : SAC, Salt Lake City (100-00)

SUBJECT: SECURITY INDEX CARDS

Re SAC letter #100, Series 1950, Sub-section C.

For the information of the Bureau, the Security Index Cards maintained by the Salt Lake City Office are in an up-to-date status. The employment, as well as the addresses, for all Security Index subjects are in the process of being checked, and appropriate changes will be made by 1/15/52.

1041

changed to
30-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 11, 1952

FROM : SAC, MILWAUKEE ( ) (N)

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS - SECURITY INDEX STANDARDS

Re SAC Letter #73 dated July 24, 1951.

A review of the files of the Milwaukee Office for the purpose of opening cases falling under the standards prescribed by the Internal Security Act of 1950 has been completed and a total of 177 cases were opened.

1042
changed to
3-19

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 1/15/52

FROM : SAC, BALTIMORE ( )

SUBJECT: SECURITY INDEX

Re SAC Letter #100, dated 12/28/50, Section C.

This is to advise that a review of the Security Index cards in this office reflects that addresses for all of the subjects have been verified within the last six months and that the cards are in an up-to-date status.

Ranged To
13-6

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERN

TO : Director, FBI

DATE: December 16, 1950

FROM: SAC, Denver

SUBJECT: SECURITY INVESTIGATIONS
REMOVAL OF CARDS FROM SECURITY INDEX

CONFIDENTIAL

ReBulet to Albany, copy to Denver, dated December 11, 1950.

There are no individuals in the Security Index of this office who have been inducted into the Armed Services.

1044
changed to
30-17

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: January 11, 1952

TO : DIRECTOR, FBI

FROM : SAC, MILWAUKEE (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter #95 dated September 22, 1951.

The following is the status of submission of summary reports in Security Index cases in the Milwaukee Office, using the category numbers appearing under the title "A Schedule for Submitting Summary Reports" of the referenced letter:

2.) Security Index in Special Section: None.

3.) Top Functionaries: Two - Both reports submitted.

4.) Key Figures: Twelve - Three summaries submitted, ~~28~~ ? currently assigned for preparation.

5.) Vital Facilities: Thirty one. Three submitted and 28 currently assigned for preparation.

6.) Milwaukee Office has no Security Index cases in which reports have not been submitted since January 1, 1949.

7.) Security Index subjects not falling under categories 1 to 6: 202. 8 submitted; 117 currently assigned for preparation; total to be prepared - 194.

Changed to
6-18

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1-14-52

FROM : SAC, Buffalo

SUBJECT: SECURITY INDEX SEMI-ANNUAL REPORT
Buffalo Division

Re SAC Letter No. 100, 12-28-50.

The Security Index was checked on 1-5-52.

The SI Cards maintained by this office are generally in an up-to-date status with addresses having been verified within the past six months. In those instances where a verification has not been effected within the past six months, FD-154 forms have been prepared and sent to Agent personnel for immediate verification.

1046
charged
to
48-26

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Director, FBI

DATE: 1/15/52

FROM : SAC, San Juan

Confidential

SUBJECT: Status of Security Index
Cards and Addresses
San Juan Division

Re SAC Letter No. 100 of 12/28/50.

Addresses have been checked and S.I. cards were in a current status as of January 15, 1952.

changed to 40-17

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: January 10, 1952

TO : DIRECTOR, FBI

FROM : SAC, PORTLAND ( )

SUBJECT: SECURITY INDEX

Re Security - C, SAC letter No. 100 dated December 28, 1950.

This is to advise that all security index cards in this office have been subject to verification of address and employments in the past six months.

These cards will be maintained in a current status and will be checked at least every six months.

UNRECORDED
1-11-52

GENERAL

(E) SECURITY INDEX - RESPONSIBILITY FOR SUMMARY REPORTS WHEN TRANSFERRING OFFICE OF ORIGIN -- Henceforth, when a Security Index case is transferred from one office of origin to another and the initial summary report required by instructions in SAC Letter Number 95 (B) dated September 22, 1951, has not been prepared, the old office of origin shall prepare and submit the required summary report.

If the initial summary report has been submitted, the report submitted at the time office of origin is changed shall be a summary report containing any pertinent information developed subsequent to the last summary report. Each case will thus be in a current condition when received in the new office of origin.

These reports must be prepared by the old office of origin as expeditiously as possible without regard to the schedule set up in SAC Letter Number 95 for the preparation of summary reports.

list

1048

SAC, Omaha

January 11, 1952

Director, FBI

PERSONAL AND CONFIDENTIAL
REGISTERED MAIL
AIR MAIL SPECIAL DELIVERY
RETURN RECEIPT REQUESTED

SECURITY INDEX - GENERAL

ReBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the general and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure

[redacted]

RECORDED - 24

JAN 16 1952

62

497072

COMM — FBI

JAN 12 12 12 P

RECEIVED

1049
changed to
56-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1/16/52

FROM : SAC, Norfolk (

SUBJECT: SECURITY INDEX

Re SAC Letter #100 dated 12/28/50.

All Security Index cards in this office are up to date and addresses for all Security Index subjects have been checked within the last six months. The whereabouts of (Bureau File -) is presently unknown and efforts are being made to locate him at the present time.

changed to
2-15

Office Memorandum • UNITED STATES GOVERNMENT

TO —DIRECTOR, FBI

DATE: January 15, 1952

FROM SAC, Atlanta (

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS -
SECURITY INDEX STANDARDS

Reference is made to SAC Letter 73, Series 1951.

Please be advised that Security Cases opened in the Atlanta Division since January 1, 1949, have been reviewed. The file from January 1, 1949, to date has been reviewed as well as the Communist index for individuals reported to be members of the Communist Party since January 1, 1949. As a result of this review, twenty-two Security Cases are being reopened and will be assigned for further investigation.

changed to
39-24

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 15, 1952

FROM : SAC, Pittsburgh (

SUBJECT: SECURITY INDEX

Re SAC letter No. 100 dated December 28, 1950, and Pittsburgh letters to the Bureau dated January 13, 1951 and July 19, 1951.

The residence and business addresses of all of Pittsburgh's 313 Security Index subjects have been verified during the past six months in accordance with Bureau instructions.

Changed to 34-55

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1/15/52

FROM : SAC, New York

SUBJECT: SECURITY INDEX

Re SAC letter 100, Sub-section C, 12/28/50, regarding verification of addresses of persons listed in the Security Index, and remylet 7/16/51.

As indicated in mylet the latest project in this matter was begun, on an office-wide basis, on November 1, 1951, at which time there were 3,287 persons listed in the Security Index of this office. On January 15, 1952, 1,500 cases were complete insofar as verification of addresses since July 15, 1951, is concerned. Of those completed thus far, it has been noted that it has been necessary to revise the Security Index cards in approximately 250 cases.

Although every effort is being made to complete this project as quickly as possible, it has been noted by this office that each of these projects has become increasingly difficult and time consuming, not only because of the large number of subjects involved but also because of the general tightening of security by the Communist Party. In addition this office recently has had to contend with increased activity in such other phases of Security work as the Soyme cases, underground cases, the search for the Communist fugitives, and Loyalty cases, as well as the very large volume of Security Matter cases. It may be noted that we have endeavored to integrate this particular project with the search for the Communist fugitives and the development of information regarding underground activities.

We are keenly aware of the importance of keeping apprised of the addresses of these persons in the Security Index and, in spite of the circumstances outlined above, we are taking all available measures to bring this current project to a conclusion as soon as possible.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: January 15, 1952

TO : Director, FBI

FROM : SAC, Cleveland

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95, Series 1951, dated 9-22-51, and mylet dated 10-24-51.

A review of the Security Index maintained in this office reflects that at this time there are 486 subjects so listed.

The following data reflecting the current status of this program is set forth below, broken down by category:

1. Thirty-one subjects have been added to the Security Index since October 24, 1951.

2. Four subjects are carried in the "Special Section." One report has been submitted.

3. Three individuals are being carried as Top Functionaries. In each instance these individuals are being considered under the Smith Act. One supplemental summary report has been submitted.

4. There are 60 individuals carried as Key Figures. Six of these individuals are being considered for prosecution under the Smith Act. Three supplemental summaries have been submitted. Since the institution of this program 26 summary reports have been submitted.

5. There are 40 individuals on whom reports are due in this category. To date, four reports have been submitted.

6. There are seven reports due. To date, no report has been submitted.

7. There are 304 cases in which reports are due. To date, 21 reports have been submitted.

In accordance with Bureau instructions, a memorandum will be submitted on April 1, 1952, reporting on the status of this project in this office.

105-

changed
to
42-18

Office Memorandum • UNITED GOVERNMENT

TO : Director, FBI

DATE: January 15, 1952

FROM : SAC, St. Louis

SUBJECT: SECURITY INDEX

Re SAC letter No. 100 dated December 28, 1951 instructing that each six months after January 15, 1952 the Bureau should be advised as to whether all security index cards are in an up-to-date status and whether addresses for all security index subjects have been checked within the last six months.

This is to advise that security index cards of the St. Louis Division are in an up-to-date status and the addresses for all security index subjects have been verified within the last six months or investigation is now being conducted to ascertain the addresses.

1055

STANDARD FORM NO. 64

Changed to 62-18

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 15, 1952

FROM : SAC, MILWAUKEE (

SUBJECT: SECURITY INDEX,
MILWAUKEE DIVISION

Re SAC Letter 100 dated 12-28-50.

As of January 15, 1952 the addresses of the following Security Index Subjects in the Milwaukee Office are unknown to this office.

In addition thereto, the current addresses and occupations of the following Security Index Subjects of the Milwaukee Office have not been checked to date within the past six months.

The above cases are all assigned and attention is being given to completing these verifications at the earliest possible date.

1056
Rangel to
11-23

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 14, 1952

FROM : SAC, Cleveland

SUBJECT: SECURITY INDEX

Re SAC Letter No. 100, Series 1950, dated 12-28-50.

A review of Security Index cards in this office reflects as of January 1, 1952, these cards are in an up-to-date status and addresses verified within the past six months with the exception of 20 cards. Of these, eight concern individuals who have moved to other cities and investigation is pending to verify their addresses. One index subject is presently in Europe and his expected return date to this country is unknown. The whereabouts of nine subjects is presently unknown and investigation is being conducted to ascertain their whereabouts. In addition, the present employment of two subjects is known and investigation is being conducted to determine the residence addresses.

1057
Regd-1
50-

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

SAC, SEATTLE

DATE: January 17, 1952

SUBJECT: SECURITY INDEX
SEATTLE OFFICE
VERIFICATION OF ADDRESSES

AIRMAIL SPECIAL DELIVERY

Reference SAC Letter #100, Series 1950, dated 12/28/50, Section C.

Security Index cards in the Seattle office are in an up-to-date status and addresses of all Security Index subjects have been checked within the last six months, except for those whose whereabouts are presently unknown. Current addresses are not available at this time for a total of thirty subjects. Some of these subjects have recently moved from former addresses, and their new addresses are in the process of being ascertained. The Bureau has previously been advised that

, have been missing for a considerable period of time and are apparently engaged in Communist underground work.

The case files on all Security Index subjects whose whereabouts are not known are in a pending status and active investigation is being conducted to locate them.

Changed to
11-25

SAC, Cleveland

Director, FBI

SECURITY INDEX
KEY FIGURE PROGRAM

January 15, 1952

PERSONAL ATTENTION.

7.12

A review of the files concerning key figures in your office reveals in numerous instances that six-months' reports have not been submitted by your office. Several of your cases are delinquent as much as several months. The Bureau has followed these individual cases by Form O-1 and it is noted that reports are now being received in some of the delinquent cases. Several of your key figure cases still are in a delinquent status. You must give every attention to the early submission of the summary reports in these key figure cases and thereafter follow all such cases closely to prevent them from again becoming delinquent.

The Key Figure Program is an important aspect of the Security Index Program generally and of the General Security Program of the Bureau. By closely following the activities of the key figures the Bureau is kept aware not only of their individual activities but of general activities of the Communist Party. Through these investigations information of a general intelligence nature is developed. For these reasons the Bureau must insist that key figures be followed closely and that the required reports be submitted semi-annually. You will be held personally responsible to insure that these instructions are properly followed in your office.

105
Ranged to
26-30

SAC, New York

March 11, 1952

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re New York letter dated January 18, 1952, and Los Angeles letter dated January 23, 1952, copies of which were transmitted to the other offices receiving copies of instant memorandum. ( )

The comments and suggestions submitted in those communications are appreciated.

The questions propounded by your letters have been considered along with other questions and suggestions raised by the Field concerning the matter of preparing summary reports. A study has been made of the entire project at the Bureau with a view to streamlining, wherever possible and practical, the requirements for the preparation of the summary reports in order that this project may be completed in the least possible time. The results of this study, which will answer the questions raised in your letters, will soon be in your possession in the form of a forthcoming SAC Letter. The Bureau tentatively is considering the elimination of the requirements for complete documentation of information obtained from certain types of sources. Consideration is also being given to the elimination of the necessity of specifically including in the summary reports all repetitious and cumulative items of information received concerning the more active subjects in the Security Index.

The suggestion made by the New York office in its letter cannot be complied with. Certain variations thereof are being considered which will reduce the over-all burden of this project.

The Bureau appreciates the fact that the project of preparing summary reports in all Security Index cases has necessitated a tremendous amount of extra work in the security field but it believes that when this project is completed we are going to be in a much better position to handle these cases in the event of a national emergency.

You should be guided by the instructions contained in the forthcoming SAC Letter.

RECEIVED
MAR 12 1952
FBI

changed to
16-13

Office Memorandum • UNITED STATES GOVER

TO : DIRECTOR, FBI

DATE: January 11, 1952

FROM : SAC, EL PASO

AIRMAIL SPECIAL DEL

SUBJECT: SECURITY INDEX -
~~PREPARATION OF SUMMARY REPORTS~~

Reference SAC Letter 100, Series 1950, dated December 28, 1950, Section C.

This is to advise that the addresses of all of the Security Index subjects of the El Paso Office have been verified within the past thirty days, with the exception of . This individual has fled from El Paso, and leads to verify his whereabouts, believed to be in Arizona, have been set out.

Appropriate changes on the individual security cards have been made by separate communications to the Bureau.

Only one of the Security Index subjects of the El Paso Office, , is employed in a vital facility. A similar report regarding this individual will be submitted in the immediate future.

Changed to 44-17

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1/16/52

FROM : SAC, SALT LAKE CITY

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS-
SECURITY INDEX STANDARDS

Re SAC letter No. 73, Series 1951, dated 7/24/51.

For the information of the Bureau, a review of security cases has been made by the Salt Lake City Office. As a result of this review, twenty cases will be reopened for further investigation and each case will be considered for inclusion in the security index of this office as soon as possible.

1062

Changed to
21-14

SAC, Indianapolis

January 15, 1

Director, FBI

PERSONAL ATTENTION

SECURITY INDEX
KEY FIGURE PROGRAM

A review of the files concerning key figures in your office reveals in several instances that six-months' reports have not been submitted by your office. Several of your cases are delinquent as much as several months. The Bureau has followed these individual cases by Form 0-1 and it is noted that reports are now being received in some of the delinquent cases. Several of your key figure cases still are in a delinquent status. You must give every attention to the early submission of the summary reports in these key figure cases and thereafter follow all such cases closely to prevent them from again becoming delinquent.

The Key Figure Program is an important aspect of the Security Index Program generally and of the General Security Program of the Bureau. By closely following the activities of the key figures the Bureau is kept aware not only of their individual activities but of general activities of the Communist Party. Through these investigations information of a general intelligence nature is developed. For these reasons the Bureau must insist that key figures be followed closely and that the required reports be submitted semi-annually. You will be held personally responsible to insure that these instructions are properly followed in your office.

Changed to
25-13

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 17, 1952

FROM : SAC, Little Rock

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
SECURITY INDEX STANDARDS

Reference is made to SAC Letter No. 73, July 24, 1951, Series 1951.

In conformity with referenced SAC Letter, Section A, this is to advise that a review of the files of the Little Rock Division has been completed as requested and there will be 38 cases reopened to be afforded current investigation for consideration of the subjects for inclusion in the Security Index.

1064

Office Memorandum • UNITED STATES GOVERNMENT

Lang

TO : Director, FBI

DATE: 1/11/52

26-

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SECURITY MATTER

Rebulet 12/17/51.

The increase in delinquency in the security field has been given my personal attention during the past several months and I have had numerous discussions concerning it with the Communist Supervisor prior to receipt of reflet.

Since 9/15/51 I have assigned every agent arriving on transfer from other offices to the Communist Squad with the exception of those few urgently needed on deadline cases to replace agents transferred elsewhere. As a result it has been possible to increase the number of agents assigned to Communist work from 81 to 105 between 9/26/51 and 1/10/52. In addition I have carefully reviewed all work assignments in this office and have made such adjustments as were indicated to insure that maximum production will be derived from the personnel available.

In this connection I am enclosing herewith two copies of the most recent Communist Squad assignment chart which reflects the specific responsibilities fixed upon each agent working in this field. It will be noted that it is necessary to assign a number of agents to duties other than the preparation of investigative and summary reports. An analysis of these assignments reflects that the full time of the below listed number of agents is necessary to discharge our responsibilities in the indicated fields:

Assistant Supervisors	4
Toplev	3
Underground	6
CP USA COMFUGS	2
Front Groups	3
COMPIC, HCUA, Radio	2
Quarterly Reports, Daylets, Intelligence Summaries	1
Smith Act Liaison and Coordination	1
Smith Act Exhibits	1
Smith Act Interviews, File Reviews, Missing Subjects, Leads, etc.	8
Liaison with Intelligence Agencies, Schools, Plants, etc.	1

Verification of Security Index data in 375 cases per month	6
Inspections	1
Complaint Duty	3
Retraining	1
TOTAL	43

Considering the above assignments, it will be noted that in the absence of special projects concerned with the local Smith Act trials, surveillances and the like, the full time of 62 agents is available for the investigation of individual cases. I have carefully examined the assignments noted above and have determined that each is essential and cannot be eliminated.

At my instruction, a careful examination has been made of those cases opened as a result of instructions set forth in SAC Letter #73, in order to insure that all such cases comply with those instructions and were not opened unnecessarily. These cases are being assigned as rapidly as possible consonant with the summary report program and the priority work received from the Bureau and other intelligence agencies.

With respect to the assigned cases, the problem of delinquency has been repeatedly emphasized at meetings of the personnel assigned to this field and each agent has been impressed with the necessity of handling his cases promptly and of bringing them to a logical conclusion without delay.

In order to obtain maximum effective production from the large number of inexperienced men recently assigned to this work, a training program has been instituted whereby these new men are given detailed instruction in the preparation of security reports. As will be noted on the assignment chart, these new men are assigned to work in a specific area under the immediate direction of a coordinator who is an older, experienced agent, and who is responsible for answering the numerous questions arising from the newer men. In addition, a particular phase of the Communist work is discussed in detail by an experienced agent at the weekly Communist Squad meetings in order that the newer agents may more rapidly become familiar with the various phases of Communist activity. The supervisor who reads and corrects the reports submitted by the less experienced agents, makes it a point to discuss these reports in person with the newer agent in order that the errors which have occurred may be explained and in order to prevent their recurrence.

To additionally impress agents with the necessity for closely following their own work, I am requesting each agent assigned to this field to furnish at the close of each month, certain statistics concerning his assignments, accomplishments and delinquency during that month. There are enclosed herewith two copies of the mimeographed sheet setting forth the data thus requested. It will be noted that the completion of this sheet will insure that each agent will be thoroughly aware of the condition of the cases assigned to him and of his progress in fulfilling his responsibilities.

I have instructed the Communist Supervisor that a very close, careful check must be maintained of the pending cases and that in the following of the ticklers, failure on the part of an agent to handle his cases promptly is to be brought to my attention. In view of the emergency situation caused by the heavy delinquency in the security field, I have instructed that when a case first comes up on tickler that the agent be sent a routing slip advising him that the case must receive attention. If, upon the expiration of 30 days the case has not been handled, the agent will be sent a second routing slip to which is attached a 3 x 5 white card. Two copies of such routing slip and card are attached herewith. It will be noted that the routing slip calls the agent's attention to the length of time that the case has been assigned to him and that he is, within five days, to return the 3 x 5 card setting forth both the reason for his delinquency and the date by which a report will be submitted. Once the agent has himself fixed the final date by which he will complete his investigation, unexcused failure will result in comment in his next efficiency report and in a very careful scrutiny of the manner in which he is handling not only this but other cases.

I am fully aware of the heavy responsibility which rests upon the Bureau in the security field and of the necessity for promptly completing in every instance possible the investigation of individuals alleged to be affiliated with or sympathetic to the Communist cause. It is my firm intention that the present delinquency existing in this office will be steadily reduced.

1064

Title _____

_____

...e report will be submitted _____

Reason for Delinquency:

Date _____ Agent _____

1064 (2-17-47)

Date _____ 19 ___

_____ Title: _____

_____

_____

___Supervisor _____

___Agent _____

___Steno _____

___Clerk _____

___Chief Clerk File No. _____

ACTION DESIRED

___Assign to _____
___Acknowledge
___Bring File
___Call Me
___See Me
___Correct
___Delinquent
___Expedite
___File
___Leads need attention

___Open Case
___Prepare assignment cards
___Prepare Tickler
___Reassign to _____
___Recharge serials
___Search and Return
___Send serials _____
to _____
___Submit new charge-out
___Submit report by _____
___Type
___Return Serials

___Undeveloped leads in your district awaiting attention.

This case has been assigned to you since _____. Please execute attached card and return within 5 days.

S.A. XXX _____
Office _____

(In intra office use return this with notation as to action taken or explanation.)

ACCOMPLISHMENTS

1054

Number of Summary Reports written this month ____

Number of other Reports written this month ____

Number of Leads completed this month ____

Number of cases CLOSED or RUC by Letter, Memo or Teletype ____

Number of cases CLOSED or RUC by Report ____

Number of SI Verifications completed this month ____

OTHER ASSIGNMENTS THIS MONTH

Number of Days Complaint Duty ____

Number of Work Days on Leave (Sick and Annual, not Compensatory) ____

Number of Days on Surveillance ____

Number of Days on Special Smith Act Assignment ____

Explain (_____

_____

_____)

Number of Days on Other Special Assignment ____

Explain (_____

_____

_____)

(OVER)

1004

ROUTE TO SUPERVISOR DAY

EXECUTE AND RETURN TO SUPERVISOR BY FIRST OF NEXT MONTH

ASSIGNMENTS

Number of Paid Informants handling	____
Number of Unpaid Informants handling	____
Number of Potential Informants handling	____
Number of Front Group cases assigned	____
Number of LMRA cases assigned	____
Number of Key Figure cases assigned	____
Number of Plant Inft. and Am. Legion cases assigned	____
Number of SI Verifications assigned and not completed	____
Number of cases assigned which require Summary Reports	____
Number of Leads assigned	____
Total cases assigned at end of month	____
Subtract number of P* cases	____
Total Active Cases	____
Number Active Cases Delinquent	____
Delinquency %	____

(OVER)

SA _____ Month of _____

1065 - changed to 31-17

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 9, 1952

FROM : SAC, Newark

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS
SECURITY INDEX

Rebulet dated 12/17/51.

The following steps have been taken for the purpose of reducing the delinquency in the field of security investigations in this office:

(1) Assignment of Additional Agents

As of November 1, 1951, there were 57 men, including two full-time supervisors, assigned to the Security Squad in the Newark Office. In addition, there were 26 resident agents to whom security type investigations were assigned. These resident agents also handle all other type of investigative matters.

At the present time there are 62 men, including three full-time supervisors assigned to the Security Squad. Out of a total of 34 resident agents located in this office, and in line with previous Bureau suggestions, nine are assigned exclusively to security type investigations in those resident agencies covering territory where a large volume of security cases exist. The full effect of investigative efforts of these resident agents has not as yet been felt in view of the fact that the bulk of them have only recently reported to their new resident agencies. It is felt that in the next few months these men will be able to effect a sizeable reduction in the delinquency which exists in their particular area.

Of the 62 men assigned to the Security Squad, 22 are first office men, and 16 are new second office men. As these men increase in experience, their facility for handling security type investigations will also increase, and it is reasonably expected that the volume of work produced by these new men will have an important effect on the over-all delinquency.

Further, it is my intention as additional men are assigned to the Newark Office, and as those new agents presently assigned to this office complete their required criminal experience, that a number of these men can be and will be assigned to the Security Squad.

(2) Numerical Breakdown of Agents Assigned to Various Phases of Security Work

In an effort to facilitate the handling of security type investigations, the following breakdown of agents into phases of this work has been effected:

LCE Cases	9
Espionage and Internal Security Nationality Groups	5
Internal Security Nationality Groups and Sabotage	2
Underground Activities of the Communist Party	4
Communist Party, USA	2
Communist Infiltration of Labor Unions	1
Liaison With Other Government Agencies (Answering numerous correspondence)	1
Toplev	2
Informants	3
Summary Reports	8
Security Matter - C and Internal Security - C	20
Socialist Workers Party and Security Matter - C	2

As will be noted in the above breakdown, a number of men are assigned to phases of the work which will not materially reduce delinquency. However, the nature of their assignments is of such importance that it is felt that concentrated efforts must be made in these phases at a sacrifice of handling the delinquency. I particularly refer to those men who are engaged in activity in connection with the Communist Party underground and the development of informants.

It will be noted there are eight men assigned exclusively to the writing of summary reports. This is in connection with the Bureau instructions to submit summary reports on all those individuals whose names are contained in the Security Index. Leads which must necessarily be handled before the preparation of these summary reports are assigned to those men who are handling routine Security Matter investigations, or to Special Employees where applicable. It is felt that as these men become more experienced in the writing of these summary reports, their volume of production will increase.

(3) Assignment of Security Cases to Police Departments.

The cases on the Security Squad undergo a continual review by the supervisors as they come up on tickler to determine what cases might be assigned to Police Departments. However, it is noted that as per Bureau instructions, there are two Police Departments located in the metropolitan area, where there is a concentration of security cases, to whom this type of investigation cannot be assigned because of city ordinances aimed against the Communist Party. The number of cases assigned to some other Police Departments must necessarily be restricted due to the unavailability of manpower in these Departments for handling these cases.

(4) Utilization of Correlation Unit.

For some time a Correlation Unit has existed in the Newark Office and the work performed by this unit has been of great value in connection with security cases. At present, there are three employees assigned to the Correlation Unit, and the names of five others have been submitted to the Bureau and are awaiting approval. With the addition of these new employees to the Correlation Unit, it is believed that a great deal of agent time presently devoted to file review will be eliminated, which will both speed up investigations and the submission of reports, particularly where it relates to the summary reports.

(5) Credit and Police Department Checks by Special Employees.

It is believed that in this office we are fully utilizing the services of Special Employees for handling credit and criminal checks and other routine record checks.

I fully realize the necessity for making every effort to reduce the delinquency in the security field. I will give this my continuing attention and take whatever steps I feel may be necessary and compatible with the work pending in this office to reduce this delinquency.

1066
changed to
4-14

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 15, 1952

FROM : SAC, BIRMINGHAM ( )

SUBJECT: SECURITY INDEX

jh

Re SAC Letter 100 dated 12-28-50, Section C.

A review of the Security Index cards in the Birmingham Office reflect that they are in a current and up-to-date status.

All subjects in the Birmingham Office Security Index are subjects of current pending investigation and the addresses have been checked during the past six months for all concerned, with the exception of the following individuals whose whereabouts are currently unknown:

//

The New York office is currently attempting to locate who is reliably reported to be in New York City at the present time.

1067

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 4, 195

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 41 new cards were added to the Security Index and 15 cards were canceled, net increase of 26 cards.

The Security Index count as of today is 17,626.

1068
Changed to
100-16

,ice Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 16, 1951

FROM : SAC, Honolulu (

SUBJECT: SECURITY INDEX

Re SAC Letter No. 100, Series 1950, dated 12/28/50.

This is to advise that the address and employment of all Security Index Subjects of this office have been verified within the past six months.

1069

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 11, 1952

FROM :

SUBJECT: SECURITY INDEX - GENL. (2)

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on December 14, 1951.

Week of	New Cards Added	Cards Cancelled	Net Increase
December 15-21	50	16	34
December 22-28	33	10	23
December 29- January 4	41	15	26
January 5-11	74	18	56
Totals	198	59	139

The Security Index count as of today is 17,682

For your information, during the preceding four-week period 290 cards were added, 84 cards were cancelled, or a net increase during the period of 206 cards.

47-35

Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI

DATE: January 15, 1952

FROM: SAC, San Francisco

SUBJECT: SECURITY INDEX

Re SAC Letter 100, dated 12/28/50.

The Bureau is advised that all Security Index Cards in the San Francisco Division are in an up-to-date status and that addresses and employments for all Security Index subjects have been checked within the last six months.

In those cases where the subject has gone underground or has disappeared, the cases have been opened and assigned and fugitive investigations are conducted until such time as the subject's residence and employment are ascertained.

1071

changed
to
45-13

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Jan. 17, 1952

FROM : SAC, San Antonio (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95, Series 1951, dated 9/22/51, Section B.

This office has 17 cases which fall within categories 2, 6, and 7 of referenced letter. At the present time no summary report has been written on any of these cases. However, preparation of summary reports in each of these cases is in progress.

1072
Changed to
34-56

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 18, 1952

FROM : SAC, New York

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Re SAC letters Nos. 95 and 121, dated 9/22/51 and 12/20/51 respectively, and relet from Portland 1/4/51 (52).

This office concurs in the comments expressed by Portland in the second paragraph of its letter. However, we do not agree with the solution suggested in the third paragraph of the same letter because we feel it would be very cumbersome. In addition we would not be able to disseminate these summary reports promptly.

The entire problem of summary reports was a matter of serious concern for this office before the receipt of SAC letter No. 121. This concern has been materially increased by the provision for the documentation of evidence set forth in that letter. Of course we recognize that the same problem is faced by all other offices in varying degrees, but we feel that the problem is particularly acute and serious in this office for several reasons which will be pointed out hereafter.

In the first place this office had, at the inception of this summary program, and still has, almost 7,000 cases of a Security Matter nature. Most of these were opened for the purpose of considering the addition of the subjects to the Security Index. The rest are cases where the subject is already in the Security Index or where leads are outstanding here from some other office. The requirement of preparing summary reports on the over 3,000 cases where the subject is already in the Security Index naturally has reduced the amount of attention which otherwise might have been given to adding potentially dangerous individuals to the Index. It is felt that the requirement for documentation of evidence will retard this phase of the Security program even further.

1092
changed to
3[illegible]-56

Letter to Director, FBI
NY

With particular reference to the documentation provision, it will be recalled that large amounts of documentary material have been secured in NY from our established sources over the past few years. A great deal of this has been transmitted to other divisions and thus we will have to handle a considerably higher volume of correspondence arising from this material alone. This will be further complicated by the fact that in a very large number of instances the original material has been forwarded to the other offices and no copy retained in NY. This could result in the necessity for returning the original material to NY for determination of the identities of the employees who processed the material originally.

It is also noted that these summary reports are not considered prosecutive in nature, and in fact are not restricted in their content to material which appears admissible. Therefore we feel that the requirement of documentation is something that could be deferred until such time as the need to prepare admissible evidence arises. It is felt that in many of the cases such a need may never arise.

Although it is realized that the ideal situation would be to have summary reports available for possible future dissemination to US attorneys, it is felt that at this time it is more important to determine the potential dangerousness of persons who are not yet in the Security Index.

If it is possible it is suggested that the entire program be reconsidered in the light of the conditions cited above. The following are suggested as alternatives to the program as it presently stands:

(1) Defer the entire program until the backlog of other potential Security Index cases is materially reduced.

(2) Defer handling of cases in categories 6 and 7 on the Bureau's present schedule until the above-mentioned backlog is substantially reduced.

(3) Rescind the requirement for the documentation of evidence.

1072
changed to
34-56

An early response would be appreciated, particularly with regard to the matter of documentation of evidence.

Changed to
43-19

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Jan. 17, 1952

FROM : SAC, Minneapolis

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter 95, dated Sept. 22, 1951.

The following is the status of summary reports due in this office:

II.	Special Section	1
III.	Top Functionaries	None
IV.	Key Figures	8
V.	Vital Facility Employees . . .	6
VI.	Cases Where No Substantial Derogatory Information Has Been Furnished By Reports Since Jan. 1, 1949.	23
VII.	Cases on Security Index Where Reports Have Been Submitted Subsequent to Jan. 1, 1949.	343

1074

list

Assistant Attorney General [redacted]
Criminal Division

January 11, 1952

Director, FBI

SECURITY INDEX LIST - GENERAL

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field office of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

[redacted]
Espionage section of the Special Section not included.

JT Delivered Smith & DList & copy memo ecuded & destroyed. DLE.

RECORDED - 103

[redacted]

FEB 5 1952

1075

changed to
10-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (

DATE: 1-2-52

FROM : SAC, Cincinnati

SUBJECT: SECURITY INDEX CARDS
PREPARATION OF SUMMARY REPORTS

Re SAC Letter No. 95, 9-22-51, Series 1951, Section B.

Please be advised that to date file reviews on nine of the twenty-four key figure Security Index Card subject cases have been completed and summary reports prepared. The remaining key figure subjects are receiving continuous attention and summary reports will reach the Bureau in the near future.

The remaining cases are:

Category 4 - 15 key figures assigned for summary reports.

Category 5 - 28 Detcom-Comsab cases to follow Category 4 cases.

Category 6 - 1 case

Category 7 - 121 cases

1076
changed to
21-15

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 21, 1952

FROM : SAC, Indianapolis

SUBJECT: SECURITY INDEX
KEY FIGURE PROGRAM
INDIANAPOLIS DIVISION

ReBulet, 1-15-52.

This office is cognizant of the fact that in several instances six-months' reports have not been submitted in Key Figure cases. Every effort is being made to remedy this situation, and at the present time every Key Figure case has been assigned to an agent for the preparation of a summary report.

It is expected that summary reports will be prepared for each Key Figure no later than February 15, 1952.

1077

STANDARD FORM NO. 64

Office M dum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 15, [illegible]

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: INTERVIEWS WITH SUBJECTS OF SECURITY INVESTIGATIONS

On January 14, 1952, the Executives' Conference, consisting of Messrs.

considered a proposed letter to the field which points out that interviews with security subjects should not be conducted at their place of employment without prior Bureau authority.

In some instances, the field has arranged for and conducted interviews of subjects of security investigations through the employers of the subjects or at their places of employment. This is not considered a desirable practice, primarily because it provides a basis for Communist propaganda, alleging that the Bureau may be probing union activities, or may be taking the side of management against labor. In addition, should the interview prove successful and the cooperation of the subject be gained, the security of any arrangements for the subject to act as a Bureau informant is more easily breached if the subject's employer or fellow employees have knowledge of an interview by Bureau agents with the subject.

For this reason, it was felt that it is most desirable that interviews with security subjects be held elsewhere than at their place of employment.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that the field be instructed not to interview security subjects at their place of employment without prior Bureau authority.

The attached letter has been prepared for your approval.

Respectfully,
For the Conference

53-13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 23, 1952

FROM : SAC, WFO (66-2194)

SUBJECT: SECURITY INDEX

Re SAC Letter No. 100, Series 1950.

Please be advised that the Security Index cards maintained by this office are in an up to date status and all addresses have been checked within the last six months.

changed to
15-23

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 23, 1952

FROM : SAC, Detroit

SUBJECT: SECURITY INDEX -
VITAL FACILITIES

106234

ReSAC Letter 26, Series 1951, dated March 13, 1951.

Referenced SAC Letter advised that a current report on each Security Index subject employed in a vital facility should be submitted unless one was prepared within the previous six months and in either case a current report should be disseminated to the agencies having an interest in the facility, including the agency having security responsibility. It further reflected that the Bureau should be advised when the preparation and dissemination of these reports has been completed.

This is to advise that all of the reports required by referenced SAC Letter have been prepared and a current report on each subject employed in a vital facility was submitted to each of the interested agencies.

1080

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 18, 1952

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 58 new cards were added to the Security Index and 16 cards were canceled, a net increase of 42 cards.

The Security Index count as of today is 17,724.

Changed to
19-12

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 10, 1952

FROM : SAC, HOUSTON (100-315)

SUBJECT: COMMUNIST PARTY, USA
DISTRICT NO. 23
HOUSTON FIELD DIVISION
INTERNAL SECURITY - C

Re SAC Letter 95, dated September 22, 1951.

This is to advise that up until January 1, 1952, no summary reports have been submitted to the Bureau in connection with Security Index subjects as called for in referenced letter.

Extensive file reviews have been completed and within the very near future summary reports concerning the sixty-two Security Index subjects will be submitted.

It is felt that the previous deadline set by this Office will be adequate in that in all probability reports will be submitted prior to the deadlines established.

1082
changed to
31-19

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 24, 1952

FROM SAC, Newark (

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
SECURITY INDEX STANDARDS

Re SAC Letter #73 dated July 24, 1951.

This is to advise that this office has completed the review of files as set forth in referenced SAC letter, as a result of which 174 cases have been or are in the process of being opened in connection with this program.

changed to
21-16

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 25, 1952

FROM : SAC, Indianapolis

SUBJECT: SECURITY INDEX
INDIANAPOLIS DIVISION

In accordance with Bureau instructions with respect to six months check on Security Index subjects, the Bureau is advised that there are approximately 38 cases wherein employment and residence checks have not been made within the past six months. A review of these files reveals that the last check was made in May and June, 1951.

This office is in the process of revising the ticklers on the six months checks, and for this reason in the 38 instances the time for checking has come within a different period.

All Security Index subjects will be brought up to date within the next 30 days.

changed to
24-11

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 23, 1952

FROM : SAC, Knoxville

SUBJECT: SECURITY INDEX

Re SAC Letter No. 100, Section C, December 28, 1950.

The address and employment of each Security Index subject of this office has now been verified for this period.

[redacted] and [redacted] have moved to Alabama and they are being transferred to Birmingham as office of origin.

Ranged to
39-25

SAC, Pittsburgh

March 10, 1952

Director, FBI

REC EX 103

SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Reurlet dated January 23, 1952, wherein you discussed certain matters pertaining to documentation of information contained in summary reports on Security Index cases.

The matters presented by you have been considered with other suggestions and questions submitted by other offices. A study of the entire project of preparing summary reports has been made by the Bureau and the results will be forthcoming in an SAC Letter. You shall be guided by the instructions contained in that letter.

Search Ref To
37-25

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 23, 1952

FROM : SAC, Pittsburgh

SUBJECT: SECURITY INDEX -
- PREPARATION OF SUMMARY REPORTS

Reference is made to Paragraphs 3 and 4, Page 10, Section H, of SAC Letter 121 dated 12/20/51, regarding the reporting on administrative pages of information obtained from a written report of an informant, wherein it is the Bureau's instruction that both the name of the agent receiving the report and the location of the original exhibit should be set out.

It is anticipated that difficulties will be encountered by this office in attempting to follow the Bureau's instruction, since prior to 1949 there is no data available in informant files to show the identity of the agent who received a written report from an informant. Channelized memoranda which have been dictated from the informant's reports and placed in the individual subject files likewise do not indicate the specific location of the information furnished by the informant in the informant's file.

Since 1949, the names of the agents receiving written reports from informants are available but the specific serial location of said information in the informant's file does not appear in the channelized memoranda which have been placed in the individual subject files.

It follows, therefore, that in preparing summary reports the agents in this office will necessarily be forced to refer directly to informant files in order to identify the location of the specific informant report setting out the information reported concerning a particular subject. It is also noted that the only guide which an agent will have in attempting to locate said information in an informant's file is the date the information was reported or the date on which the particular activity of a subject took place.

It is pointed out that at least 90% of the information contained in summary reports emanating from this office has been furnished in the form of written reports by security informants, making it necessary to conduct research through informant files for the majority of items to be included in summary reports. It is also noted that in most instances where prosecution is authorized under the Smith Act, the U. S. Attorney will desire for prosecutive purposes only a certain number of reports of informants setting forth the more important activities of subject. It is believed that in these instances the

changed to
3-25

To: Director, FBI
Re: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Date: January 23, 1952

specific reports or exhibits can be located prior to prosecution with a minimum of research by the particular agent to whom the subject case is then assigned.

Under the instructions as they now exist, all agents assigned to security work when preparing summary reports will be obliged to refer directly to informant files in order to secure the location of the original informant reports. Obviously, many occasions will arise when several agents will desire the same section of an informant file in order to report the specific location of information furnished by informant. Such a procedure makes for much confusion and delay in the submission of summary reports which will tend to increase rather than decrease the delinquency in security work. Eventually, due to the continuous use of informant files by all agents on the Security Squad, the files themselves and the written reports of the informants will be badly damaged. It is the belief of this office that the above situation exists in many of the Bureau field divisions and the Bureau's further consideration and advice in regard to this matter is, therefore, requested.

changed to
10-18

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1-24-52

FROM : SAC, Cincinnati (

SUBJECT: SECURITY INDEX

Re SAC Letter No. 100, Series 1950, dated 12-28-50.

This is to advise that all Security Index card addresses in this office have been or are being verified covering the last six months.

UNRECORDED
2-8-52

Director, FBI

2/8/52

SAC, San Diego

PREPARATION OF SUMMARY REPORTS
AND OTHER REPORTS IN SECURITY Index
TYPE CASES

Re SAC let Nos. 95 and 121 dated 9/22/51 and 12/20/51.

Enclosed is a "Guide for the Preparation of Summary Reports and Other Security Type Reports" suggested by SA as an aid to preparing Security type reports. It is being submitted as it may be of some interest to the Bureau. It is used as follows: As an agent reviews a file for a report, information in the file is noted on a sheet of paper showing the date and the exact location of the information serial number, page number, and paragraph number. This sheet of paper is placed behind the appropriate guide suggested by the Bureau in reference letters. When the file review is completed the individual sheets of paper are arranged in chronological order and the Synopsis prepared. The informant and administrative data are arranged in proper order and the report is ready for dictation.

Inasmuch as Security type reports, in many instances, entail the file review of several files this "Guide" eliminates the necessitity of placing tabs in a number of files or using other administrative file review devices. Agents in San Diego using this "Guide" have indicated they have saved considerable time in preparing and dictation of Security type reports.

1087 Ranged to 26-30

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 1/23/52

TO : Director, FBI

FROM : SAC, Los Angeles (

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Re New York let 1/18/52 and Portland let 1/4/51 (52).

The suggestion made in reflet from Portland has been given careful consideration and it is the opinion of this office that this suggestion would result in the unnecessary dissemination of large numbers of summary reports to offices having no interest in those reports for the sole purpose of securing additional documentation. In view of the already critical space problem, as well as the necessity for conserving paper, it is suggested that if the Bureau feels that the additional complete documentation discussed in SAC Letter No. 121 dated 12/20/51 is absolutely necessary, that it would better be obtained by letter than by lead in summary or investigative reports.

The observations and suggestions contained in reflet from New York have also been carefully considered, and the same problems which apparently exist in New York exist in a somewhat smaller degree in Los Angeles. This office has, at the present time, approximately 2,000 unassigned cases. Each of these cases has recently been reviewed to insure that it was properly opened and that no means exists whereby it can be administratively closed. Each of these cases represents an individual falling within the purview of instructions set forth in SAC Letter No. 73 dated 7/24/51 and therefore represents a potential danger to the internal security as well as requiring consideration for the Security Index.

Los Angeles is making every possible effort to comply both with the Security Index program and with its responsibilities with respect to the cases now in unassigned status, with the inevitable result that neither program is being carried forward as rapidly as desired. As set forth in my letter of 1/11/52 captioned , approximately 40% of the personnel assigned to security work are necessarily assigned to matters other than the preparation of investigative or summary reports.

Recent Bureau instructions concerning the handling of persons subpoenaed by the HCUA or named as former Communists by those subpoenaed,

1087
changed
to 26-3(

will necessitate the assignment of additional personnel to these matters which will advance neither the summary report nor the Security Index program.

This office heartily concurs in the observation made by New York that it is felt that at this time it is more important to determine the potential dangerousness of persons who are not yet in the Security Index. It is believed that if the Bureau would adopt the second of the three alternatives proposed by New York, that is the postponement of preparation of summary reports in cases in categories 6 and 7, until the backlog of unassigned cases is substantially reduced, that it would enable Los Angeles to attack its 2,000 unassigned cases much more promptly thereby resulting in the more prompt addition of dangerous individuals to the Security Index as well as the more prompt reduction of the heavy delinquency currently existing in security cases.

With reference to the suggestion made by New York that the requirement for the documentation of evidence be rescinded, it is suggested that the Field be permitted to exercise the rule of reason in connection with its compliance and that wherever full and complete documentation is readily available, or wherever the particular piece of evidence is of such material importance that its exact location should be known, that in these instances the complete documentation be used. It is observed, however, that rigid compliance with the Bureau's instructions might well result in lengthy searches by the Field in an effort to identify agents long since gone from the office or the service, or to locate informant reports received during the early 1940's containing information of negligible or minor importance.

Los Angeles is fully aware of the necessity and advisability of the summary report program and pending any modification in the current Bureau instructions will continue to make every effort to comply with both the summary report and Security Index programs.

DAIRD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 24, 1952

FROM SAC, Detroit

SUBJECT: SECURITY INDEX

Reference is made to SAC Letter Number 100, Series 1950, dated December 28, 1950, paragraph C.

This is to advise that all Security Index cards are in an up to date status and the addresses of all SI subjects have been checked within the last six months.

1090

Changed to 3-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1-4-52

FROM : SAC, Buffalo

SUBJECT: SECURITY INDEX
BUFFALO DIVISION

During the Buffalo Office inspection, November 1951, Inspector observed in his report that:

"It has been the practice in the Buffalo Office to set up a six months tickler for January 1st and July 1st in order to check to see that all of the Security Index subjects' addresses have been checked within the last six months. The check has been handled by a clerk, who, in turn, has advised the Security Desk of those cases needing attention. There has been no administrative tickler system set up for each individual case in order to check the address of the subject of each case each six months. Due to the lack of an appropriate individual case administrative tickler system the addresses of nine of the Security Index subjects had not been checked within the past six months. The program of preparation of summary reports has been instituted; however, no summary reports have been prepared as yet. This should be given your attention."

It is noted that all SI Cards are being reviewed as per Section 87 - C (6), Manual of Instructions, at present by this office.

The Bureau is requested to advise whether authority can be granted to maintain an administrative tickler system as mentioned above.

1090
Ranged to
6-16

1/11/52

SAC, BUFFALO

DIRECTOR, FBI

SECURITY INDEX
BUFFALO DIVISION

Reurlet 1/4/52. You mentioned that the inspection report of the Buffalo Office prepared in November, 1951, by Mr. H. B. Long observed that your office had no administrative tickler system for checking the address of Security Index Subjects each 6 months and due to the lack of such a tickler system the addresses of 9 SI subjects had not been verified within the preceding 6 months.

You report that SI cards are being reviewed as per Section 87-C (6) of the Manual of Instructions and you requested authority to maintain an administrative tickler system as mentioned above.

Your attention is called to Section 87-C (6) of the Manual of Instructions as revised July 21, 1951, the next to the last sentence of which is underlined and reads: "The verification of addresses each 6 months shall be handled by means of an administrative tickler."

As a general practice, the SAC is authorized to set up whatever administrative ticklers are necessary to properly govern office operations and Bureau authority is not needed for the institution of administrative ticklers.

1091

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO :

DATE: January 7, 1952

FROM :

SUBJECT: SECURITY INDEX -
RESPONSIBILITY FOR SUMMARY REPORTS
WHEN TRANSFERRING OFFICE OF ORIGIN

PURPOSE:

To obtain approval for the attached SAC Letter.

BACKGROUND:

As you know, the Field is presently engaged in a project of preparing summary reports on all subjects included in the Security Index.

This project will last for a considerable length of time during which numerous cases will be transferred to new offices of origin. If the summary reports are not prepared by the old offices of origin who are familar with the cases, it will be necessary for the new offices of origin to prepare such reports and possibly set out leads to determine information which should previously have been obtained by the old offices of origin.

OBSERVATIONS:

I believe that the old office of origin in each instance should be responsible for the preparation of the summary report from the information which was developed by it.

Attached is the Los Angeles letter calling this matter to the attention of the Bureau. -

ACTION:

If you agree, there is attached herewith a proposed SAC Letter instructing the Field in this regard.

1091X1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 10, 1952

FROM :

SUBJECT: INTERVIEWS OF SUBJECTS OF SECURITY INVESTIGATIONS

INTERNAL

PURPOSE:

To obtain authority for issuing the attached SAC Letter.

BACKGROUND:

It has been noted that in some instances the field has arranged for and conducted interviews of subjects of security investigations through their employers or at their places of employment.

I believe this is an undesirable procedure inasmuch as:

1. The subject may feel that he is being placed under a form of duress by being interviewed at his place of employment and will be more reticent to discuss his subversive affiliations than he would be if interviewed elsewhere.

2. The employers may take action against the subject should they receive knowledge of the purpose of the interviews which would result in the loss of the subject's employment.

3. Fellow employees of the subject may learn of the contact made by Bureau Agents with the subject which could result in compromising him in his personal associations with them.

4. In those instances where a subject is involved in labor union activities the purpose of the contact could be twisted by a subject who proves uncooperative in a manner to cause charges by the unions that the Bureau is probing union activities. The fact that the subject was interviewed at his place of employment could, to the uninformed, lend credence to his charges.

There may be instances where the field will find it impossible to conduct an interview away from the subject's place of employment. In such cases the interview should be conducted at the place of employment only upon prior Bureau authority.

ACTION:

If you agree, there is attached an SAC Letter so instructing the field.

GSA GEN. REG. NO. 27

1092 changed to 37-31

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 14, 1952

FROM : SAC, PHILADELPHIA

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS
SECURITY INDEX

ReBulet Dec. 17, 1951, instructing the Philadelphia Office to advise as to steps taken by this office to secure the maximum benefit from personnel available and to reduce the delinquency in the security field. The Bureau letter refers to the high delinquency rate for the month of October in the security field. During this period there were two security squads in the Philadelphia Office with a total complement of 73 Special Agents assigned to these two squads, including the supervisors. During the recent inspection of the Philadelphia Office the inspector recommended that the two security squads of the Philadelphia Office be consolidated into one security section in order to achieve more efficient operation and a greater fluidity of manpower. Plans are being made by this office to consolidate the two security squads into one security section, and I feel that this will tend to produce more efficient handling of the security work.

The delinquency in the security field of this office has been due primarily to a shortage of personnel. As manpower has been made available to this office a good portion of it has been channeled to the two security squads. At the present time there are 97 Special Agents assigned. The bulk of the personnel being currently assigned to the Philadelphia Office has not had training nor experience in the security field. It is, accordingly, a problem of training these new men in the handling of security cases. This office has a training program for men new in the security field. The real benefit of these new agents will be felt only after a period of several months. Consequently, the delinquency does not drop immediately upon the assignment of additional inexperienced personnel to the security squad. It is only when these agents become experienced that the real benefit of the additional manpower will be felt and the delinquency materially reduced. Every effort is being made by me to see that these men are trained in security work.

963

The preparation of summary reports in security index cases has been scheduled in accordance with Bureau instructions.

1092

Director, FBI
1-14-52

The following is a breakdown of the agents assigned to the security work of the Philadelphia Office. These figures include the supervisors:

Loyalty of Government Employees	16
Internal Security - R and Espionage	10
Internal Security - C	17
Underground Operations, Smith Act and COMFUG cases	13
TOPLEV and Informants	5
Security Matter - C	36.

The above breakdown will be followed as soon as the security section is set up. This office is presently effecting such arrangements.

Changed to
48-23

January 17, 1952

SAC, San Juan

23 Director, FBI

SECURITY REPORTS
SAN JUAN DIVISION

Reurlet dated December 27, 1951, wherein you requested Bureau authority to destroy the third copy of reports in all Security Matter cases in your office. You also requested authority to eliminate the necessity for preparing a third copy of security reports for your office as origin and suggested that the Bureau consider eliminating the third copy for offices of origin throughout the field.

SEC.D-CH [illegible] 31 1952

The Bureau does not agree with your suggestion at this time. It is pointed out that many times individuals who are subjects of closed security files relocations move from one division to the other. Upon receipt of such advice the office of previous residence must transmit a copy to the new office. It is also often necessary to disseminate copies of reports throughout the field to dissemination agencies to local representatives of other intelligence agencies subsequent to the time that the reports are prepared. The Bureau does not feel that your security files should be stripped for the above reasons.

NOTE ON YELLOW ONLY:

In addition to the above reasons, the Bureau is contemplating reconstituting the files of all subjects of Security Index cards in the Chicago Office for storage. Should third copies of reports be destroyed in these cases it would not be possible to handle this project.

1089

Changed
To
48-23

STANDARD . . 4 NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO Director, FBI

DATE: December 27, 1951

FROM SAC, San Juan

SUBJECT: ~~SECURITY REPORTS~~ INDEX
SAN JUAN DIVISION

In the interest of economy of space in the San Juan Division, the Bureau's permission is requested to destroy the third copy of the report in all Security Matter cases in a closed status in San Juan; likewise, Bureau authority is requested to eliminate the necessity of preparing a third copy for San Juan in Security Matter type cases unless there are several leads in Resident Agencies or outlying territories which would justify additional copies of the report.

For the information of the Bureau, the experience in this office has been that the third copy is not necessary and with the current policy of preparing Summary Reports on all Security Index subjects, it is believed that the third copy, which presumably was to be furnished to the United States Attorney in the event of prosecution, is no longer necessary.

It is further suggested that the Bureau may wish to consider the elimination of the third copy of Security reports for offices of origin throughout the field, both as a matter of space economy and as a matter of economy in the use of paper.

STANDARD FORM NO. 64

1093

Office Memorandum • UNITED STATES GOVERNMENT

changed to 15-22

TO : Director, FBI

DATE: January 15, 1952

FROM : SAC, Detroit

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

Rebulet December 17, 1951.

SUPERVISION

The Security Section in the Detroit Office is composed of three groups under the supervision of three supervisors. They are as follows and are known as Squads 5, 6, and 7:

Squad 5

Squad 5 is supervised by SA . SA is the coordinating supervisor for all security operations in the office and is responsible for overall supervision and assignment of the personnel assigned to security work. He has direct supervision over the following classifications: 2, 3, 61, 64, 65, 66 (security informants), 100 (with the element of espionage), 98, 117, and 121.

In addition, he exercises direct supervision over the Detcom and Prodip programs, the Toplev project, development and maintenance of the already established security informants, new informants to a lesser degree than the Toplev project, operations of Sutec, liaison with other Government agencies and the Police Department, operations of Special Employees, translators, a Clerk and a Stenographer. This supervisor also handles the overall supervision of surveillances and is also responsible for the preparation of letters and memoranda covering security operations which are necessarily required by the Bureau from time to time.

Squad 6

SA is the supervisor. This supervisor is responsible for the following classifications: 14, 39, 40, 44, 96, 99, 100, (see further description below), 101, 102, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, and 122. With respect to the 100 classification type, this supervisor is responsible for Internal Security - C, including infiltration of front, labor, foreign language groups, major subversive groups such as the CP-USA, SWP, and other splinter groups and the Progressive Party investigations. In addition, he supervises any activity under the Internal Security Act of 1950, the following and development of underground activities, the maintenance of the security index (including the Comsab program) and the preparation and issuing of all types of reports necessary on security index subjects.

The Agents assigned to this supervisor are the more experienced

Agents in security work, but the investigations are of the more complicated type and a continued, constant training program is necessary to facilitate the production of the reports with the minimum of errors therein.

Squad 7

SA is the supervisor. Agent is responsible for the direct supervision of Security Matter - C cases. At the present time, there are twenty-four Agents in this group which is used as a training base for new Agents and second office Agents with no previous security experience. While these men are used almost exclusively on the production of Security Matter - C cases, they do, however, assist Squads 5 and 6 in surveillances and the covering of leads in Loyalty of Government Employees and other deadline cases in emergencies.

This squad presently has 259 cases of Security Matter - C classification in an unassigned status; the Agents on the squad have approximately 489 cases assigned; and there are 71 cases assigned to Police Departments. In addition, approximately 200 cases of a Security Matter - C nature are assigned to the members of Squad 6.

The largest burden on this squad is due to the training of personnel in the complexities of report writing and procedures necessary in the security field, correcting of rough drafts, individual conferences with Agents, and correction of work submitted by the Agents. In addition, the supervisor of this squad handles the assignment of cases to the Police and the necessary handling of correspondence and processing of reports in connection with that matter.

This supervisor also has the responsibility for the opening of new cases of a Security Matter - C nature and the consideration of current cases and complaints of a Security Matter - C nature. He must determine primarily whether a case can be closed by memorandum or whether the subject shall be recommended for security index and a report submitted.

Special Agents and are Bureau approved relief supervisors and are used in the absence from the desks of the regular approved supervisors. Recently, SA has been assigned full time to the Roumanian language field and the preparation of a report in the International Workers Order case. Upon completion of these two assignments, it is intended that he will be assigned to espionage and sabotage cases for which he has been approved. In order to have a

Re: DELINQUENCY IN SECURITY INVESTIGATIONS

replacement for SA and , who has been transferred from this office, the Bureau is being requested by separate communication to approve Special Agents and as relief supervisors.

DELINQUENCY

Referenced letter states that delinquency on 100 classification cases for October, 1951, was approximately 78%. It is pointed out that during August and September, 1951, a great number of manhours was necessarily spent by personnel of the Security Section on Smith Act surveillances, making it impossible to give the necessary time to the investigation and preparation of reports in the 100 classification. The surveillances referred to came immediately after the submission of seven prosecutive summaries in Smith Act cases, which in themselves had required a considerable amount of time on the part of a large number of Agents. The above is not being cited as an excuse as to the delinquency, but is an attempt to point out an important reason therefor.

As additional Agents have been made available, they have been assigned to the Security Section. During the past three months, fifteen Agents have been assigned to the Security Section. However, it is noted that eight Agents already in the Security Section were transferred during the time, leaving a net gain to the Section of seven additional Agents assigned. It should also be noted that the Agents who were transferred to other offices from the Security Section of the Detroit Office were experienced in the production of security reports, while the men being reassigned to the Section were either first or second office agents, having had little, if any, security investigative and report writing experience.

As of December 31, 1951, there was a total of 4,001 cases in the Detroit Office, of which 1,609 were assigned to the Security Section, exclusive of 66 matters. The development of plant informants and American Legion informants is assigned to the Security Section as well as to all other sections of the office and those, together with the development in handling of security informants, would add approximately 2¼ cases per man on the Security Section and would thereby increase the last figure given, 1,609, by approximately 150 cases.

Of the 1,609 cases, it is noted that 1,455 were in the 100 classification. The overall delinquency for the office for December, 1951, was approximately 42% while the Security Section had an overall delinquency

of 64%. The delinquency for the 100 classifications only was 66%, which is a reduction of 12% from the October, 1951 delinquency.

NUMERICAL BREAKDOWN OF AGENTS ASSIGNED TO SECURITY WORK

Supervisors		3
Relief Supervisors		2
Resident and Road Work Agents (exclusively on security work)		4
Loyalty of Government Employees		4
Special Projects (non-productive from report writing standpoint)		
Toplev		2
Maintenance and Development of Present Informants		2
Underground Operations (2 full time and 2 half time)		3
Technical Operations and Maintenance (1 full time and (1 half time)		1
Security Index and Detcom Program		1
Sutec Logs, Daylet Preparation, CP Publications, Liaison with Police Department and other Government Agencies		1
CP-USA Brief, CP Quarterly Report, CP Mailing Addresses and CP Unit Addresses (plus assistance from other Agents as (needed)		2
Splinter Groups		6
Foreign Language Group Penetration		1
Penetration of Labor Unions		2
Youth and Front Group Penetration		1
Negro Matters		2
Espionage and Sabotage (1 full time and 2 half time)		1
Communist Fugitives (Smith Act)		26
General Assignment (Top Functionaries, Key Figures, Security (Index, Summary Reports, Access to Restricted Information (Reports)		
Total		65
Additional Personnel		
Clerk	1	
Steno	1	
Translators	2	
Special Employees	16	
		20
Total Personnel 5, 6 and 7 Squads		85

PRINCIPAL CONSIDERATIONS IN CONNECTION WITH SECURITY OPERATIONS

In June of 1951, this office began preparation of seven prosecutive briefs under the Smith Act. These briefs entailed the use of approximately twenty men on the security squads and it was further necessary to use several other Agents in the immediate handling of a large number of leads from other offices which were also preparing briefs. Since then it has been necessary and it continues to be necessary to spend considerable time on surveillances and spot checks in order to locate missing Party functionaries (several of whom are in the underground) or to remain aware of the present locations of the subjects on whom briefs have been prepared. Three of the seven in this office are in the underground and continue to move about from one place to another. Even though the Bureau advised that no arrests were anticipated in the immediate future (recent instructions have tended to lend more urgency in this phase), the Bureau's instructions that we shall be able to produce those individuals when needed are still in effect and it is, of course, a time consuming project.

The Security Index of the Detroit Office (which contained 414 names in September, 1950 and which had increased to approximately 1,000 names by October, 1951) now contains approximately 1,050 names. One hundred and ninety-four of those individuals are tabbed Detcom only, while 361 are tabbed Comsab (which includes Detcom).

At the present time, approximately 310 individuals on the Security Index in the Detroit Office are employed in vital facilities. A "check run" to determine which of this latter group have had reports submitted reflecting access to restricted information shows approximately one-third have been handled in this manner. However, of this same group, approximately only fifteen summary reports have been prepared.

The Bureau's directive of May, 1951, added approximately 620 additional reports a year by revealing that all security index subjects employed in vital facilities should have two reports a year reflecting access to restricted information as well as information received since the last report.

By SAC Letter 95, dated September 22, 1951, the Bureau inaugurated a procedure for the submission of summary reports on all individuals whose names are listed in the security index and provided each case should be followed thereafter on an annual basis. This procedure

has not eliminated the requirements for ninety-day reports on top functionaries, semi-annual reports for key figures and semi-annual reports for security index subjects employed in vital facilities. Therefore, it has in effect increased the reports which must necessarily be submitted by this office by approximately 837 a year.

Our key figures still stand at approximately fifty and top functionaries still remain at four.

As of September, 1951, the Detroit Office had 556 unassigned cases in the 100 classification which had to be reviewed to see that cases which could be closed administratively were so closed and that those which needed investigation and consideration for security index could be properly handled. This backlog of unasssigned cases has now been reduced to 259. The reduction of this backlog is being further accelerated by the assignment of Special Employees to the review of file references and the preparation of summary memoranda for subsequent handling by Special Agents.

Loyalty of Government Employees cases have been averaging between 35 to 50 assigned cases per month for some time. This necessitates the full time work of at least four Agents and the partial time of approximately four or five other Agents.

The accentuated need for live informants in all levels of the Communist Party must continue to be emphasized as well as the development of plant informants and American Legion informants which are also assigned to Agents on security work. The Toplev program must, of course, receive the full attention of the two Agents assigned to it. They are assisted from time to time by other Agents. The Agents assigned to this program have been successful in developing a Toplev informant who gives considerable promise of being extremely valuable to Bureau operations.

This office is presently maintaining thirty live informants who are regularly paid and who submit information of varying degrees of quantity and quality. Their importance to our continued operation cannot be minimized and their continued maintenance and handling of reports, as well as the development of new informants, necessitates the full time of two men and, of course, is maintained uppermost in the minds of all Agents assigned to security work.

The operations of the Communist Party in going farther and farther underground have made it increasingly more difficult, and therefore

more time consuming, to secure the same amount of information and to handle the same amount of work in a given time as was accomplished a year ago.

The number of matters of an espionage and sabotage nature which must be handled on an inquiry basis to determine whether there is a basis for further investigation have increased. In accordance with the desires of the Bureau and because of the highly industrialized nature of this area, efforts have been made to set up a squad of men to devote full time to the undertaking of uncovering any espionage being conducted in this area. This again is an extremely time consuming project in the conducting of a survey, first to determine the potential espionage targets and secondly, to develop the means by which espionage could be carried on in the targets established.

Re: DELINQUENCY IN SECURITY INVESTIGATIONS

PLAN FOR REDUCTION OF DELINQUENCY

The over-all caseload per Agent in the Detroit Office, exclusive of supervisors, is determined to be 21.2 cases including 66 matters.

The caseload per Agent assigned to security work, exclusive of supervisors, is determined to be 25.95 excluding 66's and approximately 28.37 cases per Agent including the 66's on an estimated basis of approximately 2¼ per man.

The percentage of Agents assigned to security work compared to the Agents available is approximately 33.75 percent while the percentage of cases assigned to the Security Squads compared to all cases in the office is approximately 40.21 percent excluding 66's or 43.9 percent, approximately, if 66's are included.

As previously set out above, there are ten Agents assigned to full time projects in the Security Squads and are therefore so-called "non-producers." If these Agents were excluded from the numerical count of Agents assigned to security work, the average caseload, including 66's, per man assigned to security work would be approximately 33 as compared with the average caseload level in the office of 21.2 cases per man.

During the past month the net gain of Agents assigned to security work (although inexperienced) was 7. It has been the policy for several weeks to assign all possible second office Agents coming into the Detroit Office to security work. It is noted that four Agents are under transfer to this office, three of whom are second office Agents and will be assigned to security work.

It is, of course, realized that any plan made at this time for reduction of delinquency must entail the fundamental premise that sufficient man power must be constantly assigned to preparation of reports on delinquent 100 cases and reports of the investigative summary type as required by the Bureau until the back log of delinquency is reduced and the security work placed in a current condition. The plan intended to be followed at this time entails the following points:

1. The securing of Bureau authorization for two additional relief supervisors to permit each of the regularly assigned full time supervisors to have one Agent upon whom he may call in the event of his absence. (It is noted that during the past four months two of the supervisors on security work have spent approximately eight weeks assisting in inspections of other offices.)

2. Assignment of new Agents (after their initial basic training period in the office has passed) to the preparation of the easier type of 100 classification reports. This assignment, of course, will have to depend to some extent on the over-all needs of the office.

3. The completion of the review of the presently unassigned cases and the assignment of those cases to Agents for the preparation of reports and placing on Security Index where necessary.

4. A continued re-evaluation of pending cases in the light of current developments and Bureau instructions for the purpose of assuring that all cases now open warrant investigation.

5. The continued holding of training classes for new Agents and second office Agents with a minimum of experience in security work to facilitate the production of reports by reduction of errors in report writing and by the more rapid assimilation of clearer knowledge in the preparation of security reports.

6. The promotion of Agents from the production of the easier type of security reports to the more involved work on cases necessitating summary reports and cases involving investigation of organizations and underground activities.

7. A continued careful review of the caseloads of all Agents assigned to security work to assure equitable distribution so that each man will be carrying his share of the load.

8. Careful consideration of all material crossing the desks of the security work supervisors to determine that no work is assigned which is not absolutely essential.

9. Maintenance of a chart on a weekly basis to determine the number of security matters removed from a delinquent status by each Agent. It is expected that the maintenance of this chart will facilitate the determination of any Agent on the Security Squad who may be low in his production and the reasons therefor so that the situation may be adjusted.

10. A close check on all points listed above to assure that the one ultimate object (reduction of the delinquency in security investigations) is obtained as quickly as possible.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Jan. 15, 1952

FROM : SAC, Minneapolis

PERSONAL AND CONFIDENTIAL

SUBJECT: DELINQUENCY IN SECURITY INDEX INVESTIGATIONS

Rebulet Dec. 17, 1951.

I have noted the Bureau's comments in relet, and the suggestions appearing therein are appreciated.

An analysis of the pending security work in this office has been made as of the monthly administrative report for Jan. 1, 1952. The Security Desk in the Minneapolis Office handles all investigations of the national defense type, the more active classifications being 61's, 65's, 98's, 100's, 105's, and 121's. The greatest bulk of the work, of course, falls into the "100" classification wherein over 92% of the cases belong.

The monthly administrative report reflects that as of Jan. 1, 1952, there was a total of 788 cases pending on the Security Desk. Of this total, 740 were in the "100" classification. During the month of December, 1951, 143 cases were received in the security classification, and 110 were closed on the Security Desk. The total case load on the Desk as of Dec. 1 was 755, reflecting a net increase of 33 cases during the month of Dec.

Of the total 788 cases pending, 537 were 45 days or longer delinquent. This represents a delinquency of approximately 66% on the Security Desk.

At the present time, there are 23 men and a full-time Supervisor assigned exclusively to security work and to the Security Desk. The biggest problem in the Minneapolis Office has been to develop a functioning squad and the training of personnel to handle security work. A breakdown of the personnel on the squad presently reflects that four men are first-office Agents who, under normal circumstances, can anticipate transfers during the month of Jan. or Feb., 1952. The next eight men are recently-arrived second-office Agents with little or no security experience. The last eleven men are experienced Agents so far as the Bureau is concerned; however, seven of them have had only approximately one year's experience in security work. Four of the eleven experienced Agents have had a year or more experience in security work; however, there again, only one of those can be said to have had extensive security experience during the years.

As the above will reflect, this has necessitated an extensive training program in order to indoctrinate Agents in the handling of security work. Until such Agent has been fully trained in the work, his production obviously

will not be comparable to that of an experienced Agent. The question of production, however, is constantly being brought to the attention of the Agents, and analyses of individual productions are constantly made. With a static personnel situation, it could be reasonably anticipated that the production rate and the corresponding delinquency rate will be improved in the coming months. However, it is anticipated that the situation will probably become worse before it improves, because the four first-office Agents who have now acquired a degree of security experience and can produce will very shortly be transferred. Training for the four replacements for these men will, of course, be necessary before their production will increase.

Positive steps are being taken, however, to make substantial inroads into the security work of the office. As appropriate personnel has been made available to the office, it has been assigned to the Security Squad, and as pointed out above, the question of production is constantly being checked and is being brought to the attention of the Agents. In addition, a program has been instituted which has been in operation for some period of time wherein road trips have been scheduled by experienced security Agents to handle a volume of security cases in remote areas. As the newer personnel arriving on the Squad becomes trained, more of these road trips will be made. This will remove a number of delinquent security cases located in more remote areas. A special concentration will be made in the Duluth Range area, where the greatest volume of cases outside the Minneapolis-St. Paul area exists. This area also has the greatest delinquency as well as the greatest un-tapped reservoir of new cases.

The Bureau's suggestions in regard to the security work in this office are appreciated, as I stated above, and I wish to assure you that this situation will be closely followed by me, and I shall avail myself of every opportunity to assign adequate personnel to the work and to make positive steps toward reducing the delinquency of the security work of the office.

As pointed out above, the possibility of making an immediate reduction in delinquency does not appear forthcoming with the present personnel. If immediate substantial reduction of the delinquency is to be accomplished, ten experienced Agents, and experienced in security work, should be assigned to this office. This would permit immediate productive results.

1095 changed to 11-26

IN REPLY, PLEASE REFER TO
FILE No. _____

s Department of
Federal Bureau of Investigation
900 Standard Building
Cleveland 13, Ohio

January 18, 1952

CONFIDENTIAL

Director, FBI

Re: DELINQUENCY IN SECURITY INVESTIGATIONS
O SECURITY INDEX

Dear Sir:

Rebulet 12-17-51.

In accordance with the Bureau's request I have personally analyzed the handling of Security work in the Cleveland Office and I have set forth hereinafter for the Bureau's information certain observations which appear pertinent to this matter.

To provide the proper perspective for this analysis, I have prepared a separate tabulation covering a period of 18 months, which reflects the trend of Security cases in the 100 category in relation to the personnel assigned.

In reviewing the attached tabulation it will be observed that beginning in September, 1950 and extending through March, 1951, a heavy volume of Security Matter cases were received. This period immediately followed and resulted from the Korean invasion and the growing tenseness in the international situation. However, during this seven month period the average number of agents assigned to the work was 28. The number of pending cases increased from 408 at the beginning of the period to 1,410, the unassigned cases from 44 to 702. A corresponding increase in delinquency also resulted.

Beginning with March, 1951, and as new agents began to reach the field, additional personnel became available for assignment to this work. As reflected in the tabulation, this increase in personnel, however, was composed almost entirely of first office agents. It was necessary to train these men for several weeks before they were able to be of any measurable assistance.

It will be noted that during the recent Field Inspection of the Cleveland Office the Inspector pointed out "the total personnel assigned appears to be adequate at this time, although a lack of experienced Agents has resulted in a concentration of the more important [illegible] of men on the squad, which is the main factor in the delinquent nature of these cases".

Director, FBI

It will be observed, however, that as these newer men were assigned to Security work, the unassigned case load was being consistently decreased. These agents were instructed to review these cases as received and to thereafter handle them on a selective basis in order that the Security Index potential in these cases would be resolved as quickly as possible. It is believed that this has been accomplished to a substantial degree.

The attached tabulation will also corroborate the observations of the Inspector in that the maximum number of cases under investigation in the Security field has been reached. The general trend in the past six months has reflected more cases being closed than are being received which results in the delinquency factor being automatically increased in some degree.

It is believed that the single largest factor affecting the delinquency situation has been the lack of experienced personnel at any given time to handle the volume of work involved. In this connection this office has on two separate occasions, that is, August 8, 1951, and January 5, 1952, suggested that a six months moratorium be declared on the transfer of new agents, at least those assigned to Security work, in order that the benefit of their services may be realized at a time when it would be of the greatest assistance. Although replacements are being received for these agents, it is rarely that the Special Agent assigned to Cleveland as his second office has had any Security experience. Consequently, he must be given this training the same as a new agent. In addition, with the extensive amount of research work now necessary in the preparation of Summary reports, the production of all agents assigned to the writing of Security reports has been reduced to some extent.

In an effort to closely follow the production of the individual agent on this work, a monthly tabulation is now being made of the cases of each member of the Security Squad and the progress of each closely scrutinized. It is also pointed out that in keeping with the Inspector's suggestion, the personnel has been split up and are now specifically assigned to either the Security Supervisor or one of the two Assistant Supervisors. It is believed that this will be of further assistance in maintaining a close check on the performance of each agent.

As per the Bureau's instruction in referenced letter, there is also attached a numerical breakdown of the number of agents assigned

Director, FBI

to the various phases of Security work. As will be noted the more important phases of the work are concentrated in the more experienced agents. However, as the newer agents, who are first assigned to Desk #3, gain experience and become capable of writing acceptable reports, they are reassigned to Desk #2 and are given more difficult cases, including Key Figure and SI subjects.

The seriousness of the delinquency in Security matters has been discussed with the entire squad and the necessity for a maximum amount of effort on the part of each agent has been emphasized. I intend to follow this matter closely in the future in order that this situation may be corrected.

Very truly yours,

TABULATION FOR PERIOD 18 MONTHS REFLECTING TREND 100- CASES AND NUMBER AGENT PERSONNEL ASSIGNED SECURITY MATTERS

DATE Month		AGENTS Total	AGENTS 1st Office	CASES Total Rec'd	CASES Closed	CASES Pending end of Period	CASES Delinquent	CASES % Delinq.	CASES Active Unassign
July	1950	*28	0	68	38	357	156	43.6	24
August	"	*28	0	81	30	408	207	50.7	44
September	"	*28	0	185	35	558	241	43.1	129
October	"	*28	0	265	79	744	245	32.8	263
November	"	29	0	400	59	1085	438	40.3	589
December	"	28	0	173	83	1175	546	46.5	656
January	1951	28	0	129	69	1235	845	68.4	612
February	"	27	0	87	71	1251	1019	81.4	604
March	"	30	3	247	88	1410	924	65.5	702
April	"	31	5	111	107	1414	866	61.2	492
May	"	35	9	104	98	1420	883	62.1	401
June	"	50	23	100	167	1353	894	66	232
July	"	65	35	73	94	1332	949	71.2	124
August	"	64	36	84	129	1287	842	65.4	58
September	"	71	42	78	105	1260	904	71.7	49
October	"	68	40	84	124	1220	852	69.8	37
November	"	66	35	111	93	1228	825	67.1	26
December	"	#73	38	79	78	1229	875	71.1	21

* Approximate

\# An additional 8 agents of this number, while now in their second office, have approximately one year's experience as an agent. Seven of the 8 had no prior Security experience.

Encl

COPY DESTROYED
38 FEB 7 1963

TOTAL NUMBER OF AGENTS ASSIGNED TO SECURITY SQUAD - 73

DESK No. 1

Top Lev. Program	2	
Contacting Established Confidential Informants	2	
Interviewing Potential Informants	1	
Loyalty Investigations	4½	
Nationality Investigations	4½	
Espionage and Internal Security—R	2	
Sabotage Labor-Union Infiltrations Labor-Management Relations Act Technical Installations FM-CW Radio Maintenance	4	
CPUSA - District No. 6) DETCOM - War Plans)	1	

DESK No. 2

Communist Fugitives - Underground Operations Key Figures, Top Functionaries) Smith Act, SI Subjects)	2 22	(Includes 12 1st Office Agents)

DESK No. 3

Routine Security Matters plus new SI's	28	(Includes 26 1st Office Agents)

ENC 2

Changed
To
46-14

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI AIRMAIL DATE: 1-29-52

FROM : SAC, San Diego

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Re SAC Letter No. 95, 9-22-51.

A plan has been formulated to complete the Summary Reports on all Security Index Subjects in the San Diego Office by December 1, 1952.

As of the date of this letter, four Summary Reports have been completed and several more are in various stages of completion. There are 96 Security Index Subjects in the San Diego Office at the present time.

In accordance with reference SAC Letter, the Bureau will be advised as to the status of this project until completed.

1047
Langel to
38-16

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI CONFIDENTIAL REGISTERED DATE: 1-25-52

FROM: SAC, Phoenix ( )

SUBJECT: SECURITY INDEX

SECURITY INFORMATION - CONFIDENTIAL

ReSAC Let No. 100, Series 1950, dated 12-28-50.

This is to advise the addresses of all security index subjects in the Phoenix Office have been checked during the past six months and the security index cards are in an up-to-date status.

STANDARD FORM NO. 64

1098 Changed to 32-33

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 21, 1952

FROM : SAC, New Haven

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS INDEX

CONFIDENTIAL

Re: Bulet 12/17/51 pointing out the delinquency in security investigations in this office and further noting that the delinquency in the New Haven Office as of 10/31/51 in pending active matters in the "100" classification was approximately 57%.

Concentrated attention to an analysis of the security work of this office has been paid during the past several months in order to obtain the maximum results from the personnel available for security investigations, most of whom are relatively inexperienced in this field.

During August, 1951, a flexible zoning system for assignment of security cases was established in order that case assignments could be made on the basis of these zones so that Agents might become more familiar with Communist Party membership and activities in the area to which they were assigned. During the summer of 1951, as the Bureau is aware, numerous and constant surveillances on the subjects of Smith Act investigations made large inroads into the investigative time which would otherwise have been devoted to security investigations.

Strict attention has been paid to insuring that equitable assignments are made to all Agents conducting security investigations in order that the work load assigned to each approximates the same amount in volume and difficulty. In order to accomplish this a re-analysis of the case load of each Agent has been made to insure that in each case the capabilities of the individual Agents are being fully utilized. As a result of this re-analysis which took place during the month of November, 1951, it is felt that more successful investigations will be conducted with a resulting decrease in delinquencies.

As the Bureau is aware, the marked decrease in overt Communist Party activity in the State of Connecticut since the summer of 1951, has greatly increased the difficulty in conducting security investigations, with the result that it is the considered belief of this office that the time necessary to bring a routine Security Matter (C) investigation to a logical conclusion has been increased materially. Although heavy

Memo to: Director, FBI January 21, 1952

Subject: DELINQUENCY IN SECURITY INVESTIGATIONS

stress has been laid upon the Security Informant program in order to continue to develop alternate sources of information concerning Communist Party members and activities, the normal progress of investigations has been slowed down to some degree. To counteract these impediments to our security work we have, as I have previously advised the Bureau, made further attempts and will continue to make further attempts to develop additional Security Informants.

The recent institution by the Bureau of the program for preparation of summary reports on subjects of Security Index Cards has presented a problem of time consumption, which from an administrative delinquency standpoint affects the speedy completion of other security investigative assignments. This office, however, is attempting to follow a program of submitting its necessary summary reports promptly along with its reports on other security investigations and will continue to do so at the highest possible rate of productivity in order to limit administrative delinquencies in this field.

I am submitting a numerical breakdown of the number of Agents assigned to security investigations other than the Plant Informant and American Legion Contact programs in the New Haven Division at the present time, according to various phases of the security work being handled.

CITY	NUMBER OF AGENTS	TYPE OF INVESTIGATION	
New Haven	12 *	SM (C)	5
		"65;" IS (C); Orgs.; Infs.	4
		LGE	1
Hartford	5	SM (C)	2
		"65;" IS (C); Orgs.; Infs.	2
		LGE	1
Waterbury	1	All types of security investigations	
Bridgeport	5*	SM (C)	1
		"65;" IS (C); Orgs.; Infs.	2

* Of this number two Agents are assigned to specials - one Agent to the TOPLEV program; one Agent to the Training and Inspection Division as Counsellor.

* Of this number two Agents are assigned to specials - one Agent to the TOPLEV program; one Agent to accounting special.

1098

Memo to: Director, FBI

January 21, 1952

Subject: DELINQUENCY IN SECURITY INVESTIGATIONS

CITY	NUMBER OF AGENTS	TYPE OF INVESTIGATION	
Stamford	4	SM (C)	2
		"65;" IS (C); Orgs.; Infs.	2
New London	1	All types of security investigations	
New Britain	2	All types of security investigations	

The breakdowns indicating that Agents are assigned to SM (C) investigations or IS (C) and Orgs. investigations should not be construed as limitations upon the assignments of these Agents, since depending upon the work load each of the Agents receiving security assignments receive all types of assignments in this field as the circumstances require which are felt may assist in their early development in this field of investigation.

For the Bureau's information, only ten Agents are now actually assigned to and available for this type of investigation in the City of New Haven, since two Agents have been assigned to specials as noted above. Within the past two weeks I have been able to assign four Agents to this type of work in order to bring the total available complement up to the present ten Agents. The majority of these ten Agents in the Headquarters City has been in the Bureau two years or less and four are in their first office of assignment. The situation which I have outlined as existing in the City of New Haven likewise exists to a great extent in the Resident Agencies.

Our pending case load in the "100" classification alone aggregates at the present time over 500 cases. Four hundred and forty-nine individuals are now on the Security Index on whom summary reports are required under the present Security Index program.

I am following a program of selecting first office Agents with six months or more experience and good potentialities for assignment to security investigations, in order that under proper tutelage their capabilities may be fully developed and utilized. The time necessary in training these new Agents and indoctrinating them with the proper background for security work prior to the time when the concrete results of their performance are evidenced very definitely does affect the administrative delinquency of cases assigned to them.

1098

Memo to: Director, FBI January 21, 1952

Subject: DELINQUENCY IN SECURITY INVESTIGATIONS

In order to accelerate the development of new Agents in the security field of investigations as well as to continue the indoctrination and development of Agents who are now in their second office of assignment, my Assistant Special Agent in Charge has commenced a weekly series of special security conferences which are being held each Wednesday evening from 5:30 to 6:30 p.m. These conferences are on a purely voluntary basis and to date have been very well attended. At these security conferences specialized topics in the field of security investigations are discussed in order that the security picture in the State of Connecticut may be more readily crystalized in the minds of Special Agents newly assigned to this work. It is intended that these conferences will be continued for an indefinite period of time and it is expected that the fruits of the conferences will be evidenced in reports emanating from this office in the future.

Continued efforts will be made to reduce the administrative delinquency in the security field and I will continue to give it my personal attention.

1093X

JANUARY 24, 1952 - URGENT

SAC'S BOSTON
CHICAGO
NEW HAVEN
NEW YORK
SAN FRANCISCO
SEATTLE

O INDEX - GEN'L.

DELINQUENCY IN SECURITY INVESTIGATIONS. FULL DETAILS SUBMITTED LAST. IF NOT ALREADY FORWARDED SUBMIT IMMEDIATELY ANY DATA REQUESTED.

HOOVER

1099

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 25, 1952

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 45 new cards were added to the Security Index and 17 cards were canceled, a net increase of 28 cards.

The Security Index count as of today is 17,752.

changed
to
41-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1/31/52

CONFIDENTIAL

FROM : SAC, Richmond

SUBJECT: SECURITY INDEX CARDS

Reference is made to Richmond letter to the Bureau, 1/15/52, in which the name of , was. (Bufile) was included as a Security Index subject.

Although the above individual has been recommended as a Security Index subject, approval has not been received from the Bureau and, therefore, his name was inadvertently placed on instant list.

The necessary correction is being made in the file of this office.

Rangel file
13-17

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, F.B.I. (DATE: January 31, 1952

FROM : SAC, DENVER ( )

SUBJECT: SECURITY INDEX CONFIDENTIAL

Rebulet January 28, 1952, requesting that the Bureau be advised when this office has completed the project of verifying addresses and occupations of the Security Index subjects.

Under the new DETCOM program established in this office with the approval of Inspector , each Security Index subject is assigned to a Special Agent in order that the Agent will recognize the subject, know his habits, occupation, address, etc.; therefore, this project of verifying addresses and occupations is a continuing project under the DETCOM program. Each month the Agents are required to make notations in the files that the information contained therein regarding the subjects' addresses and occupations are correct and that the agents can recognize the subjects and be in a position to apprehend the subjects in case of an emergency.

In accordance with SAC letter No. 100, dated December 28, 1950, this office will continue to advise the Bureau that addresses and occupations of all the Security Index subjects are being verified and maintained in a current status.

1102

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 1-21-52

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special" lists.

These statistics are based on Statistical Section records as of January 11, 1952.

1102
Encl

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF JANUARY 11, 1952

	TOTAL	NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION													SEX			CITIZENSHIP STATUS				RACE					AGE				
		CPA	FCL	ISL	NFA	FPA	KKK	KLS	FCL	SWP	TOG	CPA	CLP	FLM	KYS	DC	CS	KP	IV	MALE	FEMALE	NA	NA	AL	A	WHITE	NEGRO	OR	IN	CH	JA
	17,68	16,623	8	108	286	80	8	48	3	566	36	10	8	1	8	7,874	4,869	1,822	58	12,514	5,164	15,559	1,689	464	170	15,605	1,779	256	8	60	54	55	32	16
ALBANY	244	240						3		1						125	86	41		165	79	181	48	6	9	221	21	2						
[illegible]	56	56														24	19	6		37	17	49	3	2		52	1	1						
[illegible]	29	27		1						1						5	4			25	4	23	6			27	2					2		
[illegible]	11	11														5	4	1		7	4	11				9	2							
[illegible]	393	346		9						4						212	126	51	2	232	121	271	74	6	2	306	47							
[illegible]	12	12														11	5	4		9	3	12				11	1							
W	631	618														159	81	25	5	305	126	331	87	8	5	405	26				7	2		
ALO	267	232	1	2		2		1		10						133	62	52	1	185	82	219	40	6	2	221	46				2	7		
[illegible]	82	82						2		30						33	24	17		63	19	72	10			82								
[illegible]	48	48														27	21	4		31	17	47	1			39	9							
[illegible]	1047	976		14	6	11		1	1	37	5					507	436	134	7	784	263	691	307	42	7	877	164	6						
CINCINNATI	176	175								1						74	32	24		131	45	145	26	1	4	132	44			1	2			5
CLEVELAND	498	487	1	3			1			22	3			1		22	199	99	3	368	129	375	112	10	1	445	53							
COLUMBIA	42	42														24	17	3		32	10	36	3	3		37	5					1		3
DAYTON	191	191														34	13	13		114	37	127	13	7	4	138	10	3						
DENVER	1074	1021		4		1				46	2			1		500	166	40	5	797	278	745	289	35	8	891	181	3						
EL PASO	15	15														7	6	1		10	5	12	2	1		15				1	1			2
[illegible]	104	104														46	10	34		82	22	86	7	10	1	30	2	72						
[illegible]	63	59								4						34	23	13		45	18	47	6			49	14							
[illegible]	226	221				3				1	1					110	91	17	1	168	58	161	54	8	3	195	31							
[illegible] CITY	38	37		1												35	13	5		27	11	35	3			36	2							
[illegible]	9	9														4	4			8	1	7	2			9							1	
[illegible] ROCK	9	9														6	1	2		6	3	8	1			4	5		2					
[illegible] SAN ANTONIO	2280	2167		13		2		9		86	3					817	426	76	1	1490	790	1699	495	60	26	2122	129	29						
[illegible]	17	17														8	5	1		15	2	16	1			16	1							
[illegible]	21	21														9	7	3		15	6	20		1		16	5							
[illegible]	104	104														46	34	6		68	36	84	36	3	1	98	6				3	3		3
[illegible]	251	227								24						116	100	11	2	186	65	198	46	6	1	234	12	5						
[illegible] SPRINGFIELD	453	378		1						74						141	136	25	1	322	131	379	60	9	5	436	17	2			1			
[illegible]	7	7														2	1			6	1	7				2	5							
[illegible]	596	582		3						11						204	105	98		466	150	466	115	8	7	561	55				1			
[illegible]	456	448						1		5						196	158	53	2	307	147	303	141	4	6	410	44							
[illegible]	67	67														33	20	6		52	15	60	5	2		68	18	1			1	2	1	
[illegible]	3352	3226		21	25			14		63	2		1	2		909	551	173	17	2419	933	2450	763	120	39	3079	229	44						
[illegible]	19	19														5	3	4		16	3	13	6			14	5							
[illegible]	70	69						1								33	19	7		56	14	67	2	1		57	13			19	12	15	29	2
[illegible]	36	36														18	14	3		28	8	35		1		33	3							
[illegible] PHILADELPHIA	820	765		13				2		40						354	331	62	3	469	251	647	165	6	2	715	104	1						
[illegible]	106	103					1									24	10	7		66	38	77	23	1	3	83	21							
[illegible]	313	295		1						17						131	136	28	1	239	74	229	75	6	3	279	34				6			
[illegible]	171	170		1												66	61	20	1	126	45	141	20	5	5	167	2	2						
[illegible]	25	25														4	7	3		17	8	22	2	1		22	3				1			
[illegible]	200	192		2						6						83	53	24		140	60	164	33	2	1	157	43				2			
[illegible] LAKE CITY	61	61														34	19	13		44	17	58	3			55	6							
[illegible]	18	18														13	9	4		10	8	16	1		1	16	2							
[illegible]	96	96														33	8	6		64	32	76	15	4	1	86	5	5						
[illegible]	1819	1761		14	1		1	3		57						1010	617	82	3	1184	635	1482	276	48	13	1572	210	37						
[illegible]	363	96			257						10					159	1	17		336	27	356	1	5	1	313	35	15						
[illegible]	9	9														3	2	1		4	1	4	1			4	1				2			
[illegible]	621	589		9						23						273	200	90	2	412	209	562	56	16	7	565	48	8			1			
SPRINGFIELD	112	110								2						52	41	7		92	20	92	18	2		94	18							
[illegible]	243	239			1			6		1						109	70	16	1	153	90	175	46	8	4	202	34	2			1			
																													19	3				

SEE KEY ATTACHED

ENC 2

KEY

FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STLO.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

CCM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RUS	Russian
POL	Polish
SWP	Socialist Workers Party
YUG	Yugoslavian
UPR	Union of the people for the establishment of the Republic of Puerto Rico
ULP	United Labor Party
HUN	Hungarian
MIS	Miscellaneous(any Nationalistic Tendency or Organizational Affiliation not listed)

DANGEROUSNESS CLASSIFICATION

DC	Priority Detention in the event of an Emergency (DetCom)
CS	Potential Communist Saboteurs (ComSab)
KF	Key Figures
TF	Top Functionary

CITIZENSHIP STATUS

NB	Native Born
NA	Naturalized
AL	Alien
UN	Unknown

SPECIAL SECTION

AEP	Atomic Energy Program employees
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Prominent Person
UNE	United Nations employee
YUG	Pro-Tito

1103

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1-29-52

FROM :

PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX - GENERAL

ReBuLet 1-11-52 forwarding a new Security Index List. This list has been received and is being maintained in the office safe.

The old list has been destroyed by burning.

changed to
24-12

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 1/29/52

FROM : SAC, KNOXVILLE

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95, 9/22/51.

There is submitted herewith a resume of status of this "summary report" program in the Knoxville Office:

CATEGORY	TOTAL NO. OF CASES	NUMBER COMPLETED	NO. ASSIGNED FOR SUMMARY	EXPECTED DATE OF COMPLETION
2	2	0	2	2/15/52
6	1	0	1	2/15/52
7	2	0	2	2/15/52

UNRECORDED
1-18-52

(G) INTERVIEWS OF SUBJECTS OF SECURITY INVESTIGATIONS -- The Bureau has noted that in some instances the field has arranged for and conducted interviews of subjects of security investigations through their employers or at their places of employment.

I regard this as an undesirable procedure because of the complications which may arise therefrom. In some instances a subject contacted at his place of employment may feel that he is being placed under a form of duress and will be more reticent to discuss his subversive affiliations than he would be if interviewed elsewhere. In some instances the employers may take action should they receive knowledge of the purpose of the interviews which would result in the loss of the subject's employment. Should fellow employees of the subject learn of the contact by Bureau Agents the subject could be compromised in his personal associations with them. In an instance where a subject is involved in labor-union activities the purpose of the contact could be twisted by him, should he prove uncooperative, in a manner to cause charges by the unions that the Bureau is probing union activities. The fact that the subject was interviewed at his place of employment could, to the uninformed, lend credence to his charges.

Henceforth, subjects of security-type investigations, including espionage subjects or suspects, must not be interviewed at their places of employment nor should such interviews be arranged through the cooperation of their employers without prior Bureau authority.

In any instance where it is found to be impossible to approach such a subject away from his place of employment, a letter must be directed to the Bureau explaining the conditions existent and requesting authority to make the approach at the subject's place of employment.

These instructions shall also apply to individuals being considered for approach under the " program.

1/18/52
SAC LETTER NO. 7
Series 1952

1105
Ranged to
5--25

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI AIRMAIL SPECIAL DELIVERY DATE: February 5, 1952

FROM : SAC, SEATTLE ( )

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Reference SAC Letter #95, dated 9/22/51, directing the scheduling of summary reports in Security Index cases, and Seattle letter to the Bureau dated 10/25/51.

The total number of cases in categories 2, 6 and 7, and the number of summaries prepared in each category, are as follows:

2. (Special Section)
Total number of cases previously reported 1

In this case the initial report was prepared 8/30/51 and a summary has not yet been submitted.

6. (Security Index cases not falling within categories 1 to 5 inclusive in which no pertinent derogatory information has been submitted in report form since 1/1/49)

Total number of cases previously reported 25
Summaries prepared 1

7. (All remaining Security Index cases exclusive of categories 1 to 6 inclusive)

Total number of cases previously reported 472
Summaries prepared 4

These summaries were not prepared out of priority. Cases were made pending for reasons other than submission of summary reports and summaries were submitted during the course of that investigation.

STROYED

The handling of other responsibilities, such as the Toplev Program, developing information regarding Communist underground, investigation of subjects not yet included in the Security Index, meeting Loyalty of Government Employee deadlines, and preparation of summaries on Security Index subjects in higher categories, all of which must necessarily take precedence over submission of summaries in

changed to
50-25

RE: SUMMARY REPORTS IN SECURITY INDEX CASES

categories 6 and 7, have exhausted the time of all available manpower that can be assigned to the Security Squad. It has been impossible during the past several months to carry this program forward as effectively as is our desire. Every effort, however, is being made and will continue to be made in the future to substantially increase the number of summaries submitted during the coming months.

Delay in transmission of this status report resulted from the administrative tickler having been mistakenly set for the 1st of February rather than the 1st of January.

1106

Regret to
5-24

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: January 16, 1952

TO : DIRECTOR, FBI

FROM : SAC, BOSTON

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

re SAC Letter #95, Series 1951,
dated September 22, 1951

Summary reports have been submitted as of January 1, 1952 in the following categories:

1. Special Section - 3 summary reports
2. Top Functionary - 3 summary reports
3. Key Figures - 1 summary report
4. SI subjects employed in vital facilities - 2 summary reports
5. All others - 3 summary reports

Six prosecutive summary reports were submitted by this office in July 1951 on individuals in this territory subject to possible prosecution. These prosecutive summary reports on individuals are not included in the above totals except for the top three functionaries.

Every effort is being made to expedite the submission of summary reports on all Security Index card subject.

SAC, Boston

Director, FBI

February 6, 1952

SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Reurlet January 16, 1952, advising of the number of summary reports submitted by your office as of January 1, 1952.

Your attention is directed to the Bureau's letter of November 21, 1951, which instructed you to include in your status memorandum the total number of cases in categories 2, 6, and 7 in which summary reports must be prepared.

Your letter of January 16 does not include this information. Please submit.

1107
Changed
to
42-19

JJ

DATE: February 5, 1952

TO : Director, FBI

FROM : SAC, St. Louis

REGISTERED

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Reference is made to SAC Letter No. 95, dated September 22, 1951 which instructs that annual reports be submitted in certain categories on Security Index subjects. Reference is also made to letters from St. Louis to Bureau dated October 26, 1951 and January 2, 1952 which advised that with respect to Security Index subjects who are not Key Figures and who are not employed in Vital Facilities, that summary reports would be submitted by August 1952.

In many instances in the category of SI subjects just described, annual reports would be due at the present time. UACB, St. Louis Office will not at this time reopen Security Index subject cases in the non Key Figure and non Vital Facility group, even though the annual report is presently due. These cases will be reopened sufficiently in advance of August 1952 to meet that deadline set by the St. Louis Office for this category of SI subjects.

Changed to
15-25

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE February 5, 1952

FROM : SAC, Detroit

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
SECURITY INDEX STANDARDS

Re SAC letter 73, Series 1951 dated July 24, 1951.

Prior to receipt of referenced SAC letter a comprehensive review of closed security cases in the Detroit Office had been made resulting in some 1600 cases being reopened. As a result of the specific recommendation set forth in the referenced SAC letter, an additional 100 cases have been opened. As additional current information is received which falls within current regulations governing the opening of security cases, these matters are also being opened for investigation.

A review has been made to date of all security cases dating back to June, 1946 for those individuals who because of involvement in espionage, special training in a subversive movement, membership in the Abraham Lincoln Brigade, training in the Armed Forces, reserve officer status, current employment in a vital facility or other factors which indicate that the individual may be particularly dangerous. All of these matters having been opened where warranted.

1109

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: February 1, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 51 new cards were added to the Security Index and 25 cards were canceled, a net increase of 26 cards.

The Security Index count as of today is 17,778.

1110
Routed to
9-26

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION
JAN 25 1952
TELETYPE

WASHINGTON 19 FROM CHICAGO 25

DIRECTOR U R G E N T

Security Index

DELINQUENCY IN SECURITY INVESTIGATIONS. REBUTEL JANUARY TWENTY-FOUR LAST.

SEE CHICAGO LETTER JANUARY SIXTEEN LAST.

Office Memorandum • UNITED STATES GOVERN

TO : Director, FBI

FROM : SAC, San Francisco

DATE: January 17, 1952

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

CONFIDENTIAL

ReBulet 12/17/51.

I have personally analyzed the handling of security work in the San Francisco Division in order to insure that the best results are being obtained from personnel available for this type of assignment. I have also surveyed the personnel available in the office and have assigned to the security squad as many Special Agents as are available to work on security matters. As additional personnel becomes available, either within the San Francisco Division or on transfer from other divisions, such personnel will be assigned to security investigations until such time as the delinquency in this field is reduced.

In order to formulate plans for overcoming such a delinquency and in order to point out to the Bureau what steps have been taken to reduce the delinquency, I believe it advisable to point out to the Bureau the causes of the delinquency in this type of work in the San Francisco Division.

At the time of the last inspection of the San Francisco Division in June of 1951, it was pointed out that over a period of the preceding year considerable progress had been made in reducing the delinquency in the security field. It was pointed out that approximately 2000 potential security index subject cases were opened in August 1950 in conformity with Bureau instructions. In the months between August 1950 and April 1951, as pointed out in the inspection report, the number of assigned cases and the number of cases closed per month continuously increased. The number of delinquent cases and the number of unassigned cases continuously decreased. From a high delinquency of 73% in October 1950, the delinquency had been reduced to 42% by the end of May 1951. From a high of almost 2000 unassigned cases, the number of unassigned cases had been reduced to zero by the end of May 1951. Since that time this office has not carried a regular continuing number of unassigned cases on security investigations.

There was every reason to believe that this trend would continue, providing the conditions existing in April and May of 1951 continued. Sufficient personnel had been assigned to the security squad to bring the delinquency still lower than 42%. However, as the Bureau is well aware, conditions since that time, especially with regard to security investigations and security reporting, have changed materially. There has been a great increase in the volume of work and there has been a great increase in the amount of reporting to be done. The following specific factors must be considered in analyzing the reason for such delinquency:

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Director, FBI 1/17/52

A. SMITH ACT REPORTING, APPREHENSIONS, AND PROSECUTIONS

In order to comply with Bureau instructions and Bureau deadlines in the fifteen Smith Act cases upon which reports were written in this office, the entire Security Squad had to be employed on a full-time basis for a considerable period of time doing research and preparing and writing these reports. Subsequently, more than 150 Agents participated in surveillances to insure the whereabouts of the Smith Act subjects in this division. At the present time, eight subjects in which this office is origin are to be tried in Los Angeles on January 28, 1952, and 25 Agents have been employed continuously interviewing informants, reviewing informant reports, gathering documentary evidence, reviewing files for possible witnesses in lieu of present informants, and generally complying with requests received from the United States Attorney in Los Angeles. It is expected that these 25 Agents and possibly more will be employed on a full-time basis on the Smith Act cases being prosecuted in order to anticipate defense tactics, determine logical defense witnesses as the trial proceeds, and to gather cross-examination information on defense witnesses once their identity is ascertained.

B. UNDERGROUND OPERATIONS

As the Bureau is aware, numerous full-time physical surveillances were conducted by this division with respect to underground operations of the Communist Party and in some cases Agents from this division were loaned to other divisions to conduct such surveillances. While these surveillances have been cut down or eliminated in recent months, on Bureau instructions an underground operations squad of three men has been set up and these three experienced security investigators are working full time on underground operations at the present time.

C. EMPLOYMENT AND ADDRESS VERIFICATIONS ON SECURITY INDEX SUBJECTS

Prior to June 1951, the Bureau had not set forth any uniform method by which the verification of residence and employment of security index subjects was to be carried out throughout the field. Some divisions opened and assigned such cases. This was the practice in the San Francisco Division. Other divisions maintained such cases in a closed status. Other divisions used various other administrative devices or combinations of the above for such verifications. With a Security Index of 1800, 300 such verifications must be made in this division each month. By opening such cases each month, this office had in the past maintained its delinquency materially lower since these 300 cases were current and therefore the delinquency on the other matters was proportionately not as significant as it is at the present time. It is further pointedout that such verifications at the present time, where under the Bureau regulations such cases are not reopened and assigned unless the subject goes into a fugitive status, are becoming increasingly more difficult due to the

security consciousness on the part of the Party. It is furthermore pointed out that while 300 such verifications must be made each month, such investigative activity on the part of the Agents is not reflected in the Administrative Report nor in the percentage of delinquency in security cases.

D. THE PREPARATION OF SUMMARY REPORTS

Prior to the Bureau's recent instruction that summary reports be prepared once a year on all Security Index subjects on a priority basis, reports were not prepared in Security Index cases unless the subject's position changed or unless his activity was so great as to necessitate the preparation of a report. Since there are 1800 Security Index subjects in the San Francisco Division, 150 such reports must be prepared each month in order to complete our program. It is obvious that this requires additional report writing on the part of the Agents and additional supervision on the part of the supervisory staff. In the San Francisco Division, where there are a large number of individuals in the Special Section, in the Key Figure and Top Functionary categories, and employed in vital facilities, and where generally the files on such individuals comprise several volumes in each case, the preparation of the initial summary reports is, of course, a lengthy and time consuming process which takes considerable Agent time and personnel. Since the individuals in the above categories are the most important individuals in the communist field in this division, their initial summary reports are particularly time consuming to prepare, and therefore more Agent time per report is being spent at the present time in preparing such summary reports as will be required in a few months when the initial summary reports are being prepared on the rank and file Security Index subjects.

E. COMMUNIST SECURITY MEASURES AFFECTING OBTAINING INFORMATION

After the beginning of the Korean police action, the Bureau directed that each office review its files and reopen cases for possible inclusion of the subjects on the Security Index under a new and broader norm. However, immediately subsequent to the Korean police action, the Communist Party instituted extremely rigorous security measures, one of the most important of which involved the breaking down of sections and clubs into units. The net result of this security measure meant that a Bureau confidential informant who formerly reported accurately on the Communist Party membership and activities of from twenty to forty members of a club could now report on a very small number of communists. Therefore, it has become increasingly more difficult to obtain information which would determine that a person is either eligible or not eligible for inclusion on the Security Index. This has prolonged the investigation of cases where the person is not yet on the Security Index and has consequently increased the delinquency in such cases.

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Director, FBI 1/17/52

F. NECESSITY FOR INCREASE IN SECURITY INFORMANT COVERAGE

With the increase in Communist Party security it became obvious, as noted above, that there must be an increase in both the quantity and quality of the Bureau's Security Informants. Therefore, a definite plan and campaign has been undertaken by this office during the past six months in order to obtain more Security Informants and in order to better the quality of our security informant coverage. Over this period of time four agents have been assigned wholly to the job of attempting to improve our informant coverage in this division. The Bureau has taken cognizance of this situation by emphasizing the need for developing informants, such as in the full-time employment of informants by the Communist Party and such as its recently organized Toplev Program.

Even the Agents handling Security Informants in the regular course of their investigative work, that is, those Agents who are not exclusively assigned to the development of informants, have found that their informants must be interviewed more thoroughly, must be contacted more frequently, and must be given more and more time to be guided in their Communist Party activities in order to continue our coverage of the Communist Party. Therefore, the production of any Agent handling an informant would be cut down and the delinquency of his cases would consequently rise due to the above security restrictions on the part of the Communist Party.

The following steps have been taken in order to improve our position in relation to security investigations and in order to cut down the delinquency in these investigations.

1. The assignment of additional Agents to Security Investigations.

During the past seven months the number of Agents assigned to the Security - C Squad in this office has been raised from 67 Agents and three supervisors to 77 Agents and three supervisors. As additional Agent personnel becomes available within the office or by transfer from other offices, that personnel is being made available to the Security - C Squad in order that the work can be done and the delinquency lowered. It is expected that in the next few months there will be an additional material increase in the number of Agents assigned to the Security - C Squad.

2. Additional and better training and supervision.

Due to the fact that, as noted above, there has been an increase in the investigative work and especially an increase in the report writing in security cases, it has become obvious that not only is additional Agent personnel necessary but that there must be close supervision of such personnel and that there must be an increase in the supervision. Agents newly assigned to Security - C

work, which is a highly complicated type of investigative and report writing work, must receive constant training and supervision. Until such time as they are experienced in this type of work, regular training is given to groups of Agents newly assigned to the Security - C Squad, reading matter is made available to them, squad conferences are held weekly, and frequent consultation with the supervisors is a practice that has been followed in this office. In order to provide this type of training and supervision and in order to supervise more closely investigations so that the delinquency will be continuously lowered, the Bureau has been requested to approve an additional assistant supervisor for this squad.

3. Space.

With the increase in personnel and with the necessity for extensive file reviews in the Smith Act cases and in the preparation of summary reports on the most important Communist figures in this area, it is, of course, necessary that the Agents spend considerable amount of time reviewing files, correlating information, dictating and proofreading reports. Also, with the increase in personnel it has become necessary that more space be provided. To this end additional space has already been requested and it is expected that it will be obtained in the near future. It is anticipated that additional space will be requested in the near future, thus providing better working conditions, which in turn should give rise to higher production.

Of possible interest to the Bureau, the following figures are set out to show that there has been some improvement in the delinquency on security investigations in this office. As of the end of October 1951 the delinquency on these cases was approximately 64%, as noted in the Bureau's letter. In November 1951, this delinquency rose to 73%, and in December 1951 this delinquency rose to 75%. It was during these two months that the full impact of the preparation for the Smith Act trials in Los Angeles hit the San Francisco Office, and it was during these months that more than 2500 files had to be reviewed in an effort to obtaine replacements for live informants, additional documentary evidence, and to fulfil other requests by the United States Attorney in Los Angeles. Since the beginning of 1952 a concentrated effort has been made to reduce the delinquency in routine investigations and to produce as many summary reports as is possible. In the two weeks since December 31, 1951, and as of January 15, 1952, the delinquency in cases in the 100 classification has dropped from 75% to 68%. Every effort will be made to continue this decrease.

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Director, FBI

1/17/52

The Agents on the Security Squad at the present time are assigned as follows:

Smith Act for San Francisco, Los Angeles, Honolulu, and other offices	25*
Underground Operations	3
Toplev	2
Communist Party, Daily People's World, and Daylet	1
Resident Agents	18
Assistant Supervisor Requested	1
Agents working security cases in and out of headquarters city	27

*These Agents have cases assigned to them and when not engaged on Smith Act investigations they do work on their regular security cases.

The Bureau may be assured that I am following this matter personally and that every effort is being made to complete these investigations and reports as soon as possible and to reduce the delinquency in security matters as much as possible.

Changed to
12-12

FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2/8/52

FROM SAC, DALLAS (

SUBJECT: SECURITY INDEX

Re SAC LETTER NO. 100, dated 12-28-50.

As of January 15, 1952 the Security Index cards in this Office were in an up-to-date status and they had been checked within the previous six months. The semi-annual recheck is in progress at this time.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: January 31, 1952

FROM :

SUBJECT: SECURITY INDEX PROGRAM
DEPARTMENT ATTORNEYS REVIEWING CASES

PURPOSE:

To answer your inquiry as to whether we have received a list of attorneys working on the reviews of Security Index cases in the Criminal Division at the Department.

DETAILS:

You will recall that the Department previously furnished us with the names of five Department attorneys to constitute a board within the Department to direct the review of Security Index cases. The board consisted of

Individual memoranda reflecting information in our files on the five Department attorneys were attached to my memorandum to you dated June 7, 1951, copy attached.

We have been following the Department to obtain the list of names of Department attorneys who are actively conducting the reviews of Security Index cases. has now advised that to date no special unit has been set up in the Department to review the cases, however, he furnished the names of the four Department attorneys who are reviewing the Security Index cases at this time. These individuals are:

In addition, he advised that Department Attorney has in the past worked on the reviews but that he has been reassigned to other work and is no longer engaged in that project.

There are attached individual memoranda reflecting information in our files concerning Department Attorneys , . As pointed out above, an individual memorandum has been prepared previously on .

ACTION:

This is for your information. We will continue to keep in touch with the Department in this matter to see that we are advised when additional Department attorneys are used on this project.

1113

FROM DO-7

OFFICE OF DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

TO

OFFICIAL INDICATED BELOW BY CHECK MARK

Have we received listy of attys working on Security cases in Criminal Div?

K.

ENC 1

Office Memorandum • UNITED STATES GOVERN

1114 Ranger 50-24

TO : DIRECTOR, FBI STRICTLY CONFIDENTIAL DATE: January 25, 1952

FROM: SAC, SEATTLE

SUBJECT: ~~DELINQUENCY IN SECURITY INVESTIGATIONS~~

AIRMAIL SPECIA
REGISTERED

Rebulet 12/17/51 requesting an outline of plans to reduce the delinquency in the security field.

At the present time there are thirty-four agents assigned to the Seattle Security Squad which handles, in addition to the ordinary security classifications, investigation of all loyalty cases. In addition to the Security Squad in headquarters city, in the various resident agencies of the State seven additional agents spend virtually full time and two other agents spend approximately half their time on security work. The security work in the resident agencies requires the use of two agents in Tacoma; one agent each in Aberdeen, Bremerton, Everett, Richland and Spokane; and the equivalent of an agent half time in Bellingham and Vancouver. In other residencies the security work is at a minimum, and takes only a small portion of a resident agent's time. A total, therefore, of forty-two agents are assigned to security work in the Seattle Division.

Of the squad of thirty-four agents working in headquarters city, in the vicinity of which is the greatest concentration of Communists in the State, two agents have recently been designated for full-time work on the TOPLEV Program. It may be advisable to increase the number for this vital work in the future, but for the present it is contemplated that the program will be initiated by these two, with such assistance as may be required for surveillance work or additional investigation being furnished when needed.

A considerable portion of the time of one agent, who is a qualified sound man, is required in making and servicing authorized installations and otherwise handling matters connected with the office telephone and radio systems. This agent has regular investigative work assigned to him which he performs as he is able over and above his responsibilities in the technical field.

COPIES DESTROYED
196

One agent handles the daily review of logs and preparation of channelizing memoranda therefrom, the weekly preparation of the intelligence summary for distribution to other intelligence agencies, and the quarterly report on the Communist Party. He has assigned to him the cases on the Communist Party, the Civil Rights Congress, which is the leading front organization in this division, and investigations of individuals on whom we have technical coverage. This agent is the only [illegible]

in the office, and some of his time is taken up by schools conducted in this and adjacent divisions.

One agent has the responsibility for directing and correlating investigation of the Communist underground in the Seattle office. He has assigned to him also the individual cases on the leading figures in the underground. This agent is handling some informants and has other cases, but the majority of his time presently is spent on the underground movement.

One agent has the greater share of the labor investigations in the office, both the infiltration cases and those under the Labor Management Relations Act. This work is a full-time job, although it is necessary on occasion to use him for surveillances or other special projects outside this field.

One agent is presently handling the majority of the espionage cases which are pending in this division. It is absolutely necessary to increase the efforts in this field and future plans are to put at least two additional agents on this work. Three agents are scheduled to attend the specialized training course being offered at the Bureau in the coming three months, and it is contemplated that they will be thereafter used in large part in the espionage field.

One agent has assigned to him the bulk of the nationality investigations. In addition to handling the Korean, Chinese, Slavic and other nationality groups, he likewise is given the organizational and individual cases involving members of these foreign language groups. This agent also handles informants and other general security cases.

The remaining twenty-six agents on the squad handle the regular security cases on individuals and organizations, and the loyalty investigations. It should be pointed out that of these twenty-six agents, thirteen are first office men. The thirteen first office agents have been assigned to the squad for over eight months, were trained carefully from the outset of their assignment to security work, and have performed very satisfactorily for their experience in the Bureau. They generally have not been assigned any loyalty cases except for occasional investigations of an uncomplicated nature. The loyalty cases are distributed among the thirteen experienced agents on the squad who are not fully engaged in other work as described above.

The thirteen first office agents on the squad will all be transferred within the next one or two months. Six of the thirteen have

already received transfers within the past few days. They will be replaced by agents transferred to Seattle, and it is expected that the replacements will be second office agents. It is not anticipated, however, that many of the replacements will have had work in the security field in their first office of assignment. As a consequence, the productivity of the squad, man for man, will probably decline somewhat until the replacements acquire the necessary background and experience to handle the work with the degree of efficiency that the thirteen first office agents now possess.

The security work in the Seattle office is believed to have reached its peak case load. File reviews which have been directed by the Bureau were completed several months ago, and the active cases resulting therefrom have been opened. There are only a very few cases which are not presently assigned. It is expected that there will be a more or less steady volume of new cases from month to month, but the new cases should be more than equaled by the number closed, resulting in an over-all decline in the future of pending cases. This decline may not immediately take place because of the impending replacement of the thirteen agents on the squad by agents of no previous experience in the security field, but within the coming three or four months a declining security case load is anticipated.

A careful review of work assignments in the Seattle office has disclosed no present possibility of assigning additional personnel to the Security Squad without seriously hampering the functioning of the general and applicant desks. Those desks are now operating with the very minimum of personnel. The two general desks are functioning as of this date in headquarters city with fourteen men each, and twelve of these twenty-eight men are first office agents. The Applicant Squad as of this date in headquarters city has thirteen men assigned to it and nine of them are first office agents. I am presently carefully analyzing all phases of operations on each desk in this office in connection with the self-inspection, and my recommendations for future personnel needs for operations in this division are being set forth in the inspection report.

Constant attention is being paid to the methods of operation on the Security Squad, and all efforts are being made to insure that maximum results are obtained from personnel assigned. Considering that thirteen men on the Security Squad are first office agents, it is believed that the production of the squad as a whole is very satisfactory. Loyalty cases cause a steady drain on manpower, and surveillances which are absolutely necessary to develop intelligence information on Communist underground activity and to keep Smith Act subjects under observation consume

RE: DELINQUENCY IN SECURITY INVESTIGATIONS

a great amount of agents' time without any resulting effects in reducing the volume of cases. It is not possible to sacrifice complete thoroughness in loyalty investigations, even though they are time-consuming, on subjects who ordinarily are not of a character to be considered for the Security Index. It is likewise impossible to neglect coverage of Communist underground activity even though surveillances, which are the only effective coverage in the absence of informants in the underground apparatus, divert time from security investigations which are presently in a delinquent status. On the contrary I intend to increase this type of coverage as soon as possible in the future.

Security cases are being closely supervised to see that those persons who are potentially dangerous are added to the Security Index as rapidly as possible, and that investigations of those who do not qualify by affiliations or sympathies are concluded without waste of agent time. The replacements for those agents who will be transferred in the immediate future will be carefully chosen, and thereafter closely observed to see that they are trained to reach the maximum production as rapidly as possible.

It is anticipated that after a period of readjustment during the next two or three months, which will be occasioned by the transfer and replacement of thirteen men on the Security Squad, the case delinquency in the Seattle office can be steadily decreased. Any suggestions which the Bureau has or contemplated plans received from other offices during this survey which might be adaptable to the Seattle office will be greatly appreciated. It is realized that any delinquency in the security field is a serious problem and that any plan to reduce it, short of sacrificing thoroughness of investigation or slighting increased coverage of the Communist underground and espionage field, should be adopted. This office will continue to be alert for any possibilities in this regard and would welcome suggestions which have been found to be workable in other divisions.

1115
changed to
5-26

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: February 11, 1952

FROM : SAC, BOSTON (

SUBJECT: SECURITY INDEX
VERIFICATION OF ADDRESSES

The addresses of all Security Index card subjects in the Boston Division have been checked during the past six months.

1116

List

SAC, Omaha

February 5, 1952

Director, FBI

PERSONAL AND CONFIDENTIAL
REGISTERED MAIL
AIR MAIL SPECIAL DELIVERY
RETURN RECEIPT REQUESTED

SECURITY INDEX - GENERAL

ReBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the General and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure

[redacted]

[redacted]

1117
changed to
37-32

WTAF ● FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2-19-52

FROM : SAC, Philadelphia

SUBJECT: SECURITY INDEX

Re Section "C" of SAC Letter #100, Series 1950, dated 12-28-50.

The addresses and places of employment of all Security Index subjects in this office have been checked within the past six months with the exception of those presently being handled. These will be handled within the next week.

Changed to
53-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: February 14, 1952

TO : DIRECTOR, FBI

FROM : SAC, MFO

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
SECURITY INDEX STANDARDS

Reference is made to SAC letter No. 73 Series 1951, dated 24 July, 1951.

This office has reviewed a total of 4308 files in the -classification dated between 1 January 40 and 1 August 51. A total of 27 cases have been re-opened for further investigation under the provisions set forth in referenced SAC letter.

This office has reviewed a total of 1563 files in the -classification dated between 1 January 40 and 1 August 51. One case has been re-opened for further investigation.

This office has reviewed a total of 2124 complaints received in the -- classification between 1 January 49 and 1 August 51. One complaint was noted which warranted further investigation. A new case in the -classification has been opened.

This office has reviewed a total of 1659 complaints received in the classification between 1 January 49 and 1 August 51. None were noted which would warrant further investigation.

It is believed that the directions set forth in referenced SAC letter have been complied with. Unless advised to the contrary by the Bureau, no further research will be conducted by this office in this project; however, other provisions set forth will be complied with as those situations occur.

MM
Changed to
24-5

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: February 13, 1952

FROM : SAC, Miami (

SUBJECT: ~~SECURITY INDEX~~
(Preparation of Summary Reports)

Re O-1 form dated 2-8-52, requesting to be advised of the number of summary reports prepared by the Miami Office under categories 2, 6, and 7 of SAC Letter No. 95, as of 1-1-52.

The Bureau is advised that under categories 2 and 6, no reports have been submitted. Under category 7, three reports have been submitted.

list 1120

RA

Assistant Attorney General [redacted]
Criminal Division

February 5, 1952

Director, FBI

SECURITY INDEX LIST - GENERAL

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field office of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:
Espionage Section of the Special Section not included

[redacted]

Delivered Mr. Wheary by Pennsylvania RR. Dept. 2:40 PM. with old list & cover letter stating secured destroyed. PLC

RECORDED - [redacted]

[redacted]

changed to
34-58

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: February 19, 1952

FROM : SAC, New York

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re SAC letter #4, Series 1952, 1/11/52.

It has been the practice of this office, and, from our observation, all other offices, to enclose the Security Index cards with Form FD 128 when effecting a change in the office of origin. Experience has shown that there has always been a lapse of time, however, varying with the individual case, between the receipt of verification of the new residence of an SI subject in another division and the execution of FD 128. During this period the Security Index cards have remained in the old office of origin and thus the purpose of an SI card is defeated.

This situation has been aggravated by the provision of referenced SAC letter calling for the preparation of a summary report by the old office of origin prior to the execution of FD 128. This procedure has resulted in a greater lapse of time between the verification of a new address of a subject and the actual forwarding of the Security Index cards to the new office of origin. It is felt that this deficiency can be remedied by forwarding a copy of each pertinent serial together with the Security Index cards to the office which verifies the new residence as soon as notice of such verification is received. It is contemplated that this can be accomplished by a letter, for example, from New York to the Bureau, copy to Chicago, citing the fact that Chicago has verified the subject's presence in their division, requesting the Bureau to designate Chicago the office of origin, and transmitting the Security Index cards and a copy of each pertinent serial to Chicago. Mention will be made in the letter that New York is preparing the necessary summary report and will forward it, in an RUC status, as soon as possible.

It is felt that in this way the office covering the actual location of the subject will be in a position to apprehend him readily, if necessary, and also will be in a position to institute logical coverage of his activities at the earliest possible time.

Accordingly, New York is putting into effect the above-mentioned procedure and it is suggested, in the interest of uniformity, that consideration be given to instituting the practice in all divisions as soon as possible.

SAC, New York

March 18, 1952

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet dated February 19, 1952, wherein you make reference to SAC Letter Number 4 (F) dated January 11, 1952 and suggest that pertinent serials be forwarded to a new office of origin by separate letter when you have not as yet prepared a summary report in a case where the subject has transferred to another office.

SAC Letter Number 4 (F) did not specify that the summary reports be prepared by the old office of origin prior to the execution of Form FD-128.

It is not desired that you withhold submission of Form FD-128 until after the preparation of the summary reports in such instances.

When you receive verification of the residence of a Security Index subject in another office you should submit Form FD-128 together with copies of the pertinent serials and the old Security Index cards in accordance with past instructions. If the initial summary report has not been prepared by you it will only be necessary to add a statement to the FD-128 that you are preparing a summary report in the case. This will place the new office of origin and the Bureau on notice that you are preparing the summary report.

The summary report should then be prepared as expeditiously as possible without regard to your schedule of preparing summary reports.

Changed to
50-26

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

SAC, SEATTLE

DATE: February 25, 1952

AIRMAIL

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re SAC Letters Nos. 95 and 121, dated 9/22/51 and 12/20/51 respectively.

Referenced SAC Letter No. 121 (H) requires the documentation of evidence previously reported. This requirement has resulted in numerous requests by other offices to furnish information needed by them in order that they might comply with these instructions.

Needless to say, this places an additional burden on the personnel of this office assigned to security matters. In order to meet the responsibilities placed on this office in preparing summary reports on Security Index subjects of this office, as well as urgently striving to reduce the backlog of pending delinquent security cases of all types, consideration was given to streamlining the work required in furnishing desired and required information to other offices.

With this view in mind, where the desired information is available in the files and no additional current investigation is required, a form has been prepared incorporating under appropriate headings, all information needed for documentation. It is suggested that the information under each heading could be added in legible rough draft form at the time of file review by the reviewing agent. This rough draft could then be forwarded with a short letter of transmittal and utilized by the office of origin in a current, amended, or supplemental summary report.

It can readily be seen that the above will eliminate retention of agents' notes or files pending dictation, extensive dictation and transcription time, and the possibility of error in dictation or transcription.

It is further realized that where extensive additional information is desired or needed by the office of origin not previously incorporated in an investigative report or other communication, this form probably could not be utilized. However, it is believed that it would generally fit most situations and result in the saving of considerable investigative and clerical time.

...50-26

RE: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

It is suggested that the offices receiving copies of this letter may desire to comment on the feasibility of utilizing this form inasmuch as these offices will be burdened with far more demands than this office.

If this form is to be effectively utilized in alleviating the present condition, Bureau authority must be granted at the earliest as it can be appreciated that this program is now well under way in this as well as other offices.

ENC

1122
changed to
50-26

In report of SA , Dated , at Seattle

SOURCE	DATE FURNISHED	TO WHOM	TYPE OF REPORT	DATE OF FUNCTION	FUNCTION	LOCATION OF NOTES OR EXHIBIT	REMARKS

1123

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: February 18, 1952

FROM :

SUBJECT: SECURITY INDEX - St. Louis

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on January 11, 1952.

Week of	New Cards Added	Cards Cancelled	Net Increase
January 12-18	58	16	42
January 19-25	45	17	28
January 26 - February 1	51	25	26
February 2-8	56	15	41
Totals	210	73	137

The Security Index count as of today is 17,819.

For your information, during the preceding four-week period 198 cards were added, 59 cards were cancelled, or a net increase during the period of 139 cards.

1124

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: February 15, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 90 new cards were added to the Security Index and 17 cards were cancelled, a net increase of 73 cards.

The Security Index count as of today is 17,892.

Angel
5
45-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 2/26/52

TO : DIRECTOR, FBI

FROM : SAC, SAN ANTONIO

SUBJECT: SECURITY INDEX

Re Section C of SAC Letter Number 100, Series 1950, dated 12/28/50.

The Bureau is hereby advised that the residence and business addresses of all Security Index Card subjects in the San Antonio Division are in an up-to-date status, with the following exceptions:

disappeared from San Antonio in the summer of 1951. Present investigation being conducted by the Birmingham Office reflects that an individual there, known as , may be identical with

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 21, 1952

FROM :

SUBJECT: SECURITY INDEX – GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 55 new cards were added to the Security Index and 13 cards were cancelled, a net increase of 42 cards.

The Security Index count as of today is 17,934.

1127

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVI

TO : DIRECTOR, FBI

DATE: 2-23-52

FROM: SAC, OMAHA

CONFIDENTI

SUBJECT: SECURITY INDEX - GENERAL

The Security Index list forwarded with BuLet of 2-5-52 has been ___ received by this office. The old list has been destroyed by burning.

1128
changed
to 1-18

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/29/52

FROM : SAC, Albany (

CONFIDENTIAL

SUBJECT: SECURITY INDEX

Remylet Jan. 14, 1952.

Verification of addresses and employments of Security Index Card Subjects has been completed.

1129

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 10, 1952

FROM :

SUBJECT: SECURITY INDEX - GENERAL
SPECIAL SECTION

PURPOSE:

To answer your inquiry concerning the individuals whose names are maintained in the Prominent Individuals Subdivision of the Special Section of the Security Index.

DETAILS:

You will recall that Security Index cards on certain individuals prominent in the business and professional fields are maintained in the Prominent Individuals Subdivision of the Special Section because their apprehensions might be attended by considerable publicity tending to make martyrs of them and thereby embarrassing the Bureau. In addition, it is felt that they should be separated from the general section of the Security Index in order that each case so designated can be given special attention at the time of an emergency to determine that their activities fully justify detention and so that they can be continually followed at this time to be certain there is continuing justification for the Security Index cards.

At the present time there are 34 individuals in the Prominent Individuals Subdivision. Their names are listed as follows:

Each month a list of the names of all Security Index subjects is furnished to the Department except the names of persons in the Espionage Subdivision of the Special Section. The list furnished includes thoses in the Prominent Individuals Subdivision. The names of individuals in the Espionage Subdivision are not furnished to the Department because of security reasons.

By a memorandum dated May 24, 1951, to we asked to be advised as soon as possible regarding the review of reports in Security Index cases being made at the Department as to whether the Department approved or disapproved in each individual case the listing of the subject thereof in the Security Index. We specifically asked to be advised whether the individuals listed in the Prominent Individuals Subdivision should be retained in the Security Index, pointing out that these individuals were nationally known and that their apprehension would undoubtedly cause considerable publicity on a national scale.

This matter has been followed along with the unanswered matters on Security Index standards with and . On November 29, 1951, in answer to a status request in this matter made to , he furnished information that a staff of attorneys at the Department had been engaged for some time on the project of reviewing Security Index cases, including those in the Prominent Individuals Subdivision, but no notification regarding the Department's opinion would be received at the Bureau in any case pending final adoption of Security Index standards.

To date we have had no answer from the Department as to whether they approve or disapprove the listing of any individual in the Security Index.

For your information, by SAC Letter Number 23 dated March 3, 1951, we instructed the Field with regard to Prominent Individuals cases to:

(1) Maintain them in a pending or pending-inactive status and never close.

(2) Immediately submit summary reports which included all pertinent derogatory information.

(3) Thereafter submit regular reports at least each six months.

(4) Advise the Bureau promptly of any information that might affect the retention of the Security Index card.

(5) Maintain the cases in this category in such condition that the SAC at any time can evaluate the case to determine whether we are fully justified in apprehending the individual in an emergency.

Copies of reports on Prominent Individuals have been disseminated to the Department. These cases have been carefully reviewed to determine that inclusion in the Security Index is justified. As the summary reports were received they were reviewed to be certain that we have continuing justification for retention of the names in the Security Index.

ACTION:

This is for your information.

Another follow-up memorandum to is being prepared requesting Department action on the Security Index standards and the reviewing of Security Index cases which includes those in the Prominent Individuals Subdivision of the Special Section.

1130
changed to
25-14

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 3-3-52

FROM : SAC, Little Rock ( )

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re SAC Letter No. 95, Series 1951, dated 9-22-51, Section B.

This is to advise that there are seven Summary Reports to be prepared in the Security Index files of the Little Rock Division.

It is contemplated that the preparation of all Summary Reports for the Security Index in the Little Rock Division will be completed by April 1, 1952.

1131
Langley 5-a
16-1[illegible]

SAC, El Paso (

March 26, 1952

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet dated February 29, 1952, requesting the Bureau's desires and instructions pertaining to documentation of information received from live informants.

The answers to your questions are contained in No Number SAC Letter dated March 14, 1952.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: February 29, 1952

FROM : SAC, El Paso

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Re SAC Letter #121, Series 1951, dated December 20, 1951, pages 10 and 11, captioned "Documentation of Evidence".

The following is being submitted to request clarification of the Bureau's desires and instructions regarding documentation of evidence pertaining to information received from regular informants, in the preparation of summary reports of security index subjects.

In this project much of the information of the El Paso Office has been received from three regular paid confidential informants. Of these has been active since 1948, since late 1949, and since early 1950. Information from these informants is received by (a) written reports, (b) written reports supplemented by the Agents notes, and (c) oral reports of which full notes are taken by the receiving Agents. All of these documents are initialled by the Agents and filed in the case file of the particular security informant. If the information is very brief and trivial, no record is kept except a channelizing memo. In all instances an appropriate channelizing memorandum is directed to the informants file and pertinent subject files.

To determine accurately the date of each item received, whether by oral or written report, and the name of the Agent receiving same, will involve many additional hours of file review as well as a lengthy statement regarding documentation. This situation is particularly true when the informants have had regular and frequent contacts with a subject over a period of years. In such cases documentation could easily involve a hundred or more separate contacts between the subject and the informants. In cases of subjects who have not been particularly active, 25 or 30 pertinent contacts between the various informants and the subject have usually taken place. Therefore, if each particular

Changed to
16-14

Director, FBI February 29, 1952

item of information from regular informants has to be documented separately, many additional Agent hours will have to be devoted to file review and dictation. On the other hand, if the Bureau's desires could be accomplished by a blanket reference to the informant's file when complete details are permanently retained, many Agent hours could be saved.

As indicated above, the Bureau's desires and instructions are requested in this matter.

7132
changed
to
46-15

7

SAC, San Diego

March 26, 1952

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet dated March 3, 1952.

It is desired that you submit the information regarding the status of the summary report project in your office on April 1, 1952, in accordance with the instructions set forth on pages four and five of No Number SAC Letter dated March 14, 1952.

1132
changed to
46-15

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 3/3/52

FROM : SAC, San Diego (

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Re SAC Letter No. 95, 9/22/51.

As the Bureau has previously been advised the San Diego Office has formulated a plan whereby Summary Reports on all Security Index subjects will be completed by December 1, 1952.

SECURITY INDEX SUMMARY REPORTS STATISTICS 3/1/52

Number of Security Index subjects	99
Number of Security Index reports completed	4
Number of Summary reports dictated on or in rough draft form	5
Number of Security Index Summary reports to be completed	90

Every effort will be made to complete this project as soon as possible.

UNRECORDED
3-4-52

RE: INTERVIEWS WITH ACTIVE COMMUNISTS

Your attention is directed to the fact that from experience we are aware that the Communist Party and its leaders are at all times looking for means to embarrass and, if possible, incriminate the Bureau. In view of this, extreme caution should be used whenever an active Communist is interviewed. If it is desired to interview an active Communist in connection with any type of case, Bureau authority must be obtained. In connection with interviewing active Communists after authorization is received, all previous instructions relating to the conducting of interviews with subjects of security investigations, potential security informants and high-level Communists (Toplev program) should be followed. In this connection, your attention is directed to SAC Letter #7, Series 1952, dated January 18, 1952, which instructs that no interviews are to be conducted at a person's place of employment without specific Bureau authority, and to Bureau teletype of February 1, 1952, to all Offices directing that all Agents should be alerted to use extreme caution in conducting security interviews to prevent the possibility of any interview being recorded without the knowledge of the interviewing Agents.

UNRECORDED
3-4

In the future when an interview is conducted with an active Communist, regardless of the reason or purpose of the interview, in addition to all previous instructions, the following instructions should be complied with.

No interview should be conducted at a person's residence unless it can be done by surprise. In no case should an interview be conducted at a subject's home if there is any indication that he is aware of or expects a contact by Bureau Agents. This applies to the initial interview and in no case should subsequent interviews which are authorized be conducted at the person's residence unless some unusual situation exists which is brought to the Bureau's attention and specific authority granted for such interviews.

After the initial interview with an active Communist, no subsequent interview should be arranged until full details concerning the initial interview have been furnished to the Bureau and authorization requested for any subsequent interview.

If during any interview with an active Communist, a third person arrives at the place of interview, the interview should be terminated and no reinterview arranged without furnishing the Bureau full details concerning the circumstances of the third person's presence at the place of interview and thereafter obtaining further Bureau authority.

Interviews should always be planned and conducted in such a manner as to assure that the interviewing Agents will not be compromised. During any interview, the interviewing Agents should never furnish any information or make any statements to the person being interviewed which might later be used to embarrass the Bureau. Agents should never discuss any Bureau administrative matters, personnel details or confidential items and should never furnish the person being interviewed information of any nature which could be misconstrued or used in any manner against the Bureau's interests. At no time should the Agents allow themselves to be interviewed by the interviewee or be placed in a position of answering questions concerning any matter.

If the person being interviewed is connected in any manner with a labor union, it is reiterated that he must be informed that the Bureau is not interested in employer-employee relationships as such and is only concerned with obtaining information on the infiltration in labor unions by subversive elements.

These instructions do not apply to an interview with a person once he is an established informant or confidential source.

It is necessary that these interviews be given the most careful thought and consideration to prevent any embarrassment to the Bureau. I want you to give this matter your personal attention to be sure that all requirements are fulfilled and all possible action is taken to be certain that the Bureau's interests are protected at all times.

Also, you should be alert in connection with any interviews in security cases, particularly when interviewing inactive Communists or Communist sympathizers, to exercise precautionary measures to avoid embarrassment to the Bureau. If there is any doubt in your mind in any case, then the above safeguards should be applied even though the person being interviewed is not an active Communist.

Bureau teletype dated February 25, 1952, stopping all interviews in connection with security investigations is hereby rescinded. You may proceed with all interviews which have been authorized by the Bureau providing you make certain that all necessary precautions are taken in each case.

Very truly yours,

John Edgar Hoover

Director

1133

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 23, 19[illegible]

FROM :

SUBJECT: SECURITY INDEX - [illegible]

PURPOSE

To advise you of the total cards in the Security Index.

DETAILS

During the past week 60 new cards were added to the Security Index and 28 cards were cancelled, a net increase of 32 cards.

The Security Index count as of today is 17,966.